



Brockenhurst Church of England Primary School

Virtual Full Governor Board Meeting

On Monday 29 March 2021 at 5.30 pm

MINUTES

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

The meeting was Quorate throughout and commenced at 17:35 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>The meeting opened with a prayer.</p> <p>The Chair welcomed everyone to the meeting.</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>Apologies were received and accepted from Beth Martin, Simon Newman,</p>	

	This will be discussed at the next staff meeting. AP3: carried forward to next meeting.	
5.	The Governors know that it has been a very hard half term and getting the balance has been a real challenge for everybody. The Governors want to voice their thanks to everyone. Please convey the message back to all staff. Completed	HT
6.	Clerk to upload Succession Planning document on GovernorHub – policy folder and set review date. Completed.	Clerk
7.	Governor Succession Planning document to be uploaded to the School Website. AP4: Carried forward.	M M-D
8.	Foundation Governor – Term of Office expires 11 July 2021 – Complete Re-Appointment of Foundation Governor form. Completed.	Chair/SN
9.	Clerk to put a table showing Term of Office due for the current year – Agenda Item - FGB - Succession Planning. Completed	Clerk
10.	SIP – RAG rating - Completed version to be sent to Clerk to distribute to FGB. Completed	Clerk
11.	The HT will research if the The Key can be trialed to see if it is suitable and decide whether to join on behalf of governors and the school? M M-D advised the subscriptions for the year are:- School Governor Service £445 School Leadership subscription £595 CPD toolkit £435 The Governors confirmed their agreement that HT and M M-D to consider the subscriptions and proceed.	HT
12.	M M-D to review IT systems – Arbor Education. Agenda item next meeting 5 May 2021 – Resource Committee.	M M-D
13.	KP to review the Complaints Policy in light of the recent DfE changes. KP has reviewed the revised document which is the new DfE guidance. The document will be considered at the Resource meeting and then will go to FGB for approval.	KP
14.	Correspondence – Standing Agenda item at FGB meetings. Completed.	Clerk

4.	<p>Head Teacher's Report</p> <p>4.1 Written (bullet points)</p> <ul style="list-style-type: none"> • Lockdown/Covid 19 <ul style="list-style-type: none"> ○ Welfare of staff ○ Support for vulnerable <p>The HT report was issued to the Governors prior to the meeting. The HT invited any questions.</p> <p>Q: Could the HT give the Governors anticipated numbers for September? The finalised figures are received at the beginning of April. When the actual figures are received they will be shared with the Governors. At present there are 27 first place preferences. It is not known how many second and third preferences there are. The HT is optimistic that the target of 30 is achievable.</p> <p>Q: GDPR – breaches from police are under review with Hampshire The HT confirmed that the breaches are for a school with a similar name which causes confusion. A review has been taken and it has been raised that some reports are received which are protected and others are not. The HT is satisfied that it has been raised at the appropriate highest level and will be taken forward.</p> <p>Q: Safeguarding Plan – the school increased the ELSA support. Could you give the Governors a view of the impact of the increased ELSA. It was established in September that there was an increase in the need for ELSA support for various reasons. The children who receive ELSA are reviewed every half term. Progress is monitored to see if they still require the same level of support or if it can be reduced. It is working very well and children are moving on and off the list which is positive. The amount of support provided is dependent on the level of need identified.</p> <p>The school are not in a position to be able to run a 6 week intervention as would normally happen. They are using the time flexibly to respond to the different needs as a result of lockdown.</p>	
5.	<p>Strategic Planning</p> <p>5.1 Governing Board Healthcheck on GovernorHub</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>After discussion the Governors agreed that it would be a useful document to complete. Governors can put forward areas that they think would be beneficial</p>	

	<p>to discuss at the next meeting under strategic planning. Following collation the Chair and HT will review the responses and key elements will be discussed at FGB.</p> <p>AP5: Governors to download GovernorHub Healthcheck and forward to Clerk.</p> <p>5.2 Committee Review - Discussion</p> <p>At the WGBT the Governors agreed that the Committees would be reviewed. In each Committee it was considered what worked well and what needed developing. A paper was shared with the FGB prior to the meeting. The Governors thanked the Chair for the comprehensive and useful paper.</p> <p>A Governor advised that the current Committee structure does work well however there is an option that 9 or 10 FGB meetings a year be held instead of the current pattern of Committee meetings. If this suggestion was not considered appropriate it was their view that it would be better to have a more effective rotation of Committee membership. They suggested a Governor who has been in post for 3 years should be able to contribute effectively to a Committee. It was acknowledged that Governors do have a right to attend any Committee meeting but they did not think that this was the same as all Governors getting a view or depth of knowledge of all aspects of the schools governance. They put forward a view that Governors are unable to make correct curriculum decisions if cost implications have not been taken into account.</p> <p>It was suggested that a standing order be put in place that a Chair of a Committee should not be Chair for more than 3 years. The role of the vice Chair at the moment is currently not being used effectively. It is important that the Governing Board refresh as much as possible without causing confusion.</p> <p>It was raised that it is not clear how having a third Committee would add impact on the other Committees. Specific jobs are undertaken in each Committee. The third Committee could be Safeguarding which would be responsible for policy, procedure and risk.</p> <p>A Governor said that the Committee structure has worked well in the past and continues to work well. If something works well what was the benefit of changing it. Each Governor has their own individual skills set and that is why they are placed on a particular Committee to be able to apply those skills.</p> <p>The HT advised that all Governors have access to the minutes of the Committee meetings and discussions. If Governors read all the minutes they would have a knowledge of what was happening in other Committees. If there are any key questions they can be asked.</p>	<p>All/ Clerk</p>
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	<p>The Chair said that it was important that Governors develop the skills that are needed to ensure that the school is steered in the right direction. Training and development will support Governors to understand some areas that they might not be familiar with.</p> <p>Q: A Governor suggested that when the Agenda for a Committee meeting is issued if a Governor who is not on that Committee would like to raise an issue that could be highlighted for discussion at that Committee meeting?</p> <p>It was agreed that any Governor can have an agenda item included and they can attend any Committee meeting.</p> <p>The Governors agreed that they should stay with 2 Committees. It was agreed that the role of the Vice Chair should be linked to Succession Planning and this is a way to support people to progress to the role of Chair if that is what they would like to do.</p> <p>It was suggested that the Committee structure should continue to be a live debate and should be reviewed regularly. The Chair has individual annual Governor discussions and this would be an opportunity to discuss options.</p> <p>Q: A Governor asked why is the Curriculum Committee called Children and Curriculum Committee – why the Children?</p> <p>It was thought this was because the Committee also reports on progress and attainment of the children and focused on the children.</p> <p>AP6: Agenda Item – C&C Committee - Discuss the Committee title at C&C meeting – Children? and Curriculum Committee.</p>	SN/ Clerk
6.	<p>Committees</p> <p>Committee minutes submitted prior to the meeting</p> <p>6.1 C&C Committee meeting 16 March 2021 – MS</p> <p>The C&C Vice Chair advised that Governors should read the minutes as they were very thorough and there was nothing further to add to them. The EYFS Presentation that was delivered at the C&C meeting is available on GovernorHub – Presentations 2020/21.</p> <p>6.2 Resource Committee meeting – 27 January 2021 – KP (No meeting held since last FGB)</p> <p>There was nothing to report as there had not been a meeting. The next Resource meeting is on 5 May 2021.</p>	
7.	<p>School Improvement Plan</p> <p>7.1 School Improvement Plan</p>	

	<p>The completed SIP was sent to the Governors in advance of the meeting for review.</p> <p>At the C&C Committee C&C Minutes 16 March 2021 the HT updated all of the sections and provided data. They are colour coded either green or amber. Anything that is amber is restricted through covid. It was the time and facility that caused the restriction.</p> <p>The air curtains have been included on the SIP. These have been added to every outside door to ensure good ventilation is maintained.</p> <p>At the next FGB the document will be rag-rated based on the evidence that is held.</p> <p>AP7: 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.</p> <p>Q: SIP – where items have been identified as covid pause should this be acknowledged by the Governors and a colour code included for covid pause? The HT said this could be implemented and he would consider it.</p> <p>AP8: SIP – colour coded – covid pause to be included.</p> <p>Covid has had a very significant impact on every aspect of the school. The Governing Body should ensure that evidence has been collected to support what has gone well and what has not gone as well and how as a consequence this could affect the school permanently or not.</p> <p>Q: A Governor referred to an extensive document that Hampshire has produced about SEN. It has very significant implications to the Governing body. This document has been circulated on Governor Hub along with the presentation from HIASS from the Western Governor Forum.</p> <p>AP9: SEN document - Clerk to recirculate to Governors. Completed.</p> <p>7.2 Governor monitoring and visits</p> <p>The following monitoring visits have taken place this half term – Science, Early Years and the Single Central Register which will be shared at the Resources Committee.</p> <p><u>Planned Visits</u></p> <table border="1" data-bbox="228 1654 1346 1770"> <tr> <td>Kirsty</td><td>Maths – Beth</td><td>Monday 19 April</td></tr> <tr> <td>Kirsty</td><td>MFL - Justina</td><td>To be arranged</td></tr> <tr> <td>Mike Snell</td><td>English – Alana</td><td>To be arranged</td></tr> </table>	Kirsty	Maths – Beth	Monday 19 April	Kirsty	MFL - Justina	To be arranged	Mike Snell	English – Alana	To be arranged	<p>All</p> <p>HT</p> <p>Clerk</p>
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8.	<p>Wraparound Care and Pre-School Update – ‘Badgers Rest’ (verbal)</p> <p>The Breakfast and Afterschool clubs are now open in the pre-school building. Numbers are not the same as they were in the Autumn term because families are settling back into routines and a lot of people are still working at home. As an average – Breakfast between 8 – 10 children Afterschool between 8 – 12 children</p> <p>The clubs need to accommodate 10 children to financially breakeven. It is expected that the numbers will increase after Easter. There was a slight loss before Christmas because only critical worker children were accessing the provision. By the end of the year it is anticipated that there will be no financial impact.</p> <p>Q: A Governor suggested that the school may be able to offer the club in two tranches. This would offer flexibility to parents? The HT advised this was an option. 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. Before covid the clubs were seeing 24 children each night. AP10: Afterschool club - HT to review different pick up times – cost implications.</p> <p>8.2 Pre-school (Confidential – Please see Addendum to minutes)</p> <p>AP11: Chair to approach the C&C Chair to see if he could join the pre-school steering committee.</p>	HT
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	<p>The Chair has held a discussion with the LA Governor who has advised that he is happy to continue as LA Governor. Governors unanimously agreed to the re-appointment.</p> <p>AP12: Chair to contact the Councillor Keith Mans to confirm Governing Board approval and to request the re-appointment of the LA Governor.</p>			
	<p>Michael Snell – Co-opt</p> <p>AP13: Re-appointment Co-opt Governor - Chair to hold a discussion with the Co-opt Governor to discuss the position.</p>	26 November		
	<p>9.2 Governor Training</p> <ul style="list-style-type: none"> • Feedback from Individual Governor training • Feedback from Spring Term Governor Forum meeting • Governor Training Policy <p>Jo Plummer has completed the Child Protection training which was very interesting.</p> <p>Lucy Ladd has completed her Induction Training which she found very useful.</p> <p>The Chair completed the Foundation Governor Training which was very interesting. It was delivered by Richard Wharton, Diocesan Education Advisor. The Chair advised that she had learnt that it was the DfE that requires SIAMS inspections and not the church. The Diocesan services are free if you would like them to become involved with any support or training in school. Richard Wharton also delivers Restorative Practice for schools.</p> <p>The Chair attended the Western Governor Forum which had a presentation on SEND. The forums will continue going forward.</p> <p>The Chair encouraged Governors to look at training and if there are any areas that a Governor does not have knowledge of there is some very helpful online training available.</p> <p>AP14: Governors to update their training records on GovernorHub.</p> <p>Instructions to update training record on GovernorHub -</p> <ul style="list-style-type: none"> • Click on your name profile at top. • Select Training tab. • Scroll down to Training record. 			All

	<ul style="list-style-type: none"> • Add a new training record. <p>9.3 New Governor Induction The Training and Development Governor (VW) advised Hampshire have issued guidance for a new training policy and new governor induction. Governors were asked if they felt the new documents would be helpful to develop for Brockenhurst Primary School. Governors confirmed their approval to develop and localise the documents.</p>	
10.	<p>Health and Safety (Verbal Update) 10.1 Site Walk 10.2 Training</p> <p>The Health and Safety Governor (KP) completed a Lateral Flow Test prior to his site walk. The H&S Governor completed a site walk with David, Caretaker, externally and internally. There were some small housekeeping issues but there was nothing major to report. Previously there was a H&S checklist which was very useful. This would be very helpful if this was completed monthly/termly. The details of the H&S Report have been given to the HT. These are already being acted upon.</p> <p>The HT advised that David has contacted Governor Services for an updated H and S checklist.</p> <p>The HT advised that there is a lot of work that will be taking place over the Easter break.</p> <ul style="list-style-type: none"> • Year R play area and flooring – to be fitted • New chairs – Year 1, 2, 3 and 4 • Tables – Year 3 and 4 • Ground around field already cleared. The cricket nets and AstroTurf will be fitted • Fencing for pigs – week 2 Easter • Children kitchen – fitted week 1 and week 2 <p>In the summer other than the pigs being put in their home and working with a parent to grow and accredit the Forest School the school site improvements will have been implemented. The site has had a large investment of money, manhours and planning. It is all looking fantastic and an excellent start to the summer.</p> <p>AP15: Governors asked for all the staff to be thanked for their involvement and hardwork on the site.</p>	
11.	<p>Documents and Policies for Approval All documents and policies were issued to the FGB prior to the meeting</p>	

	<ul style="list-style-type: none"> • Attendance Policy <p>This is a Hampshire Model Policy which has been localised and adapted.</p> <p>Q: A Governor advised that at the end the Policy it provides links to the legal ramifications and legislation if a child does not attend school. It was suggested that after the first paragraph of the policy a line should be included 'however the law states that you must send your child to school please see the end of the policy for further details'. Attending school is not an option it is the law. It was agreed that some policies could be more specific in particular areas but Model Policies should be accepted as they are otherwise there is a danger of rewriting the policy and this could cause problems later. If there is a model policy from Hampshire it should be agreed as it is. The HT and M M-D will consider the proposals and make a decision whether to make changes.</p> <p>Governors confirmed their Approval to the Attendance Policy.</p> <ul style="list-style-type: none"> • CCTV Policy <p>The CCTV policy has been reviewed. No changes were made and it was still appropriate.</p> <p>Governors confirmed their Approval to the CCTV Policy.</p> <ul style="list-style-type: none"> • Code of Conduct (Staff) <p>This is part of the Manual of Personnel Practice (MOPP).</p> <p>Governors confirmed their Approval to the Code of Conduct (staff) Policy.</p>	
12.	<p>Correspondence</p> <p>No new correspondence has been received.</p> <p>The Chair advised the FGB that there is an on-going complaint. The HT and Chair will be meeting with the complainants at the beginning of the new term.</p>	
13.	<p>Dates and items for future meetings</p> <p>Date of next FGB – 17 May 2021 19 July 2021</p> <p>Resource Committee at 8 am Wednesday 5 May 2021</p> <p>C&C Committee at 16:30 pm Tuesday 27 April 2021</p>	

	<p>Tuesday 6 July 2021</p> <p>HTPM at 8 am</p> <p>Wednesday 30 June 2021</p>	
	<p>Impact Statement</p> <ul style="list-style-type: none"> • Governing Body Committee Structure discussion bearing in mind the welfare of the children. • Considered the School Improvement Plan and recognised that Governors need to consider the impact that covid has had on the school going forward. • Discussed the importance of having a robust Attendance Policy to deal with attendance of pupils. • Pre-school discussion and impact on the school. 	
	<p>The Chair thanked everybody for attending and their valued contribution.</p> <p>The meeting ended at 7:40 pm.</p>	

	Action Points – FGB 29 March 2021	Who
1.	Clerk to send Winchester Diocese approved copy of the finalised minutes – 8 February 2021. Completed	Clerk
2.	Chair to sign the FGB Minutes – 8 February 2021 on GovernorHub.	Chair
3.	<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.	HT
4.	<u>C/fwd from 29 March meeting</u> - Governor Succession Planning document to be uploaded to the School Website.	M M-D
5.	Governors to download GovernorHub Healthcheck and forward to Clerk.	All/Clerk
6.	Agenda Item – C&C Committee - Discuss the Committee title at C&C meeting – Children? and Curriculum Committee.	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.	All

8.	AP8: SIP – colour coded – covid pause to be included.	HT
9.	SEN document - Clerk to circulate to Governors. Completed.	Clerk
10.	Afterschool club - HT to review different pick up times – cost implications.	HT
11.	Chair to approach the C&C Chair to see if he could join the pre-school steering committee.	Chair
12.	Chair to contact the Councillor Keith Mans to confirm Governing Board approval and to request the re-appointment of the LA Governor.	Chair
13.	Re-appointment Co-opt Governor - Chair to hold a discussion with the Co-opt Governor to discuss the position.	Chair
14.	Governors to update their training records on GovernorHub.	All
15.	Governors asked for all the staff to be thanked for their involvement and hardwork on the school site.	HT

MINUTES APPROVED

Signature

Name (PRINT)

Position

Date