



Brockenhurst Church of England Primary School

Full Governor Board Meeting

On Monday 27 September 2021 at 5.30 pm

MINUTES

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

The meeting was Quorate throughout and commenced at 5:30 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>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>There were no apologies to note.</p>	

2.	<p>Election of Chair/Vice Chair for new Academic Year</p> <p>The Clerk asked for nominations to appoint/re-elect the Chair and Vice Chair for the 2021/22 academic year.</p> <p><i>Vicky Wales – Chair and Kevin Plummer – Deputy left the meeting.</i></p> <p>The Governors discussed the nominations and both appointments were unanimously agreed by the FGB for the new academic year 2021/22.</p> <p><i>Vicky and Kevin joined the meeting.</i></p> <p>FGB Chair – Vicky Wales – Nominated by Michael Harris Seconded by Bronya Szatkowska</p> <p>Vice Chair –Kevin Plummer – Nominated by Simon Newham Seconded by Michael Snell</p>	
3.	<p>Declaration of Business and Pecuniary Interests</p> <p>There were no pecuniary interests to declare relevant to the agenda.</p> <p>AP1: All Governors to confirm on GovernorHub their Declarations of Interest for the new academic year. Profile – Declarations tab.</p>	All
4.	<p>Minutes of Last FGB Meeting – 19 July 2021</p> <p>Subject to one minor amendment the minutes of the FGB on 19 July 2021 were an accurate record of the meeting and were approved by the Chair.</p> <p>AP2: Clerk to amend FGB Minutes 19 July 2021. Completed</p> <p>AP3: Clerk to send Winchester Diocese approved copy of the finalised minutes – 19 July 2021. Completed.</p> <p>AP4: Chair to sign the FGB Minutes – 19 July 2021 on GovernorHub.</p>	Clerk Clerk Chair

	Action Points – FGB 19 July 2021	Who
1.	Clerk to send Winchester Diocese approved copy of the finalised minutes– 17 May 2021. Completed	Clerk
2.	Chair to sign the FGB Minutes – 17 May 2021 on GovernorHub. Completed	Chair
3.	Agenda Item – Governor Handbook to Sept FGB for Approval. Completed	Clerk

4.	Whole School Food Policy – to be amended and taken to next Resource Meeting for approval on 10 November 2021. Completed	HT/KP/Clerk
5.	Agenda Item next FGB –Future planning – looking forward to the next 3-5 years Completed	Chair/Clerk
6.	L&A Agenda item – Pupil Survey – Next Steps - Share outcomes and Actions – 4 October 2021. Completed	SN/Clerk

5.	<p>Safeguarding Presentation</p> <p>The Chair delivered a Safeguarding Presentation to the FGB. The Presentation was circulated to all Governors on GovernorHub prior to the meeting.</p> <p>The presentation was an opportunity for Governors to question themselves on current practices, knowledge and understanding.</p> <p>It was agreed that Safeguarding would be included as an FGB agenda item under Health and Safety.</p> <p>AP5: Clerk to add Safeguarding to FGB agenda under H&S. Completed</p>	Clerk
6.	<p>Head Teacher’s Report</p> <p>6.1 Written (bullet points)</p> <p>The HT Report was issued to the FGB in advance of the meeting. The Governors were invited to ask questions.</p> <p>The HT advised that there is an amendment to the Report. Four children were due to start on 27 September but will not now be joining the school as the house move fell through. An additional child who viewed the school last week will start on 4 October.</p> <p>Q: How will Governors find out what has not gone well or not been successful?</p> <p>The School Improvement Plan is the main driver. Items that are not going well or are delayed are highlighted. It was agreed that the HT would include what the current challenges were for the school in future HT reports. Governors agreed this would be helpful.</p> <p>AP6: HT Report – to include current challenges</p>	HT

Q: Included on the Report is the Number on Roll for the Nursery. Should this be included?

The Report is to the Governors. The Governing Body has got oversight of the Pre-School which is why it now needs to form part of the report.

Attendance

The HT confirmed the Attendance figure for Year 2 penguins is 94.1%.

The overall whole school Attendance figure is 95.4%.

Q: Covid procedures – revised guidance was received over the summer. The HT wrote to parents in July. Is the school currently required to have a Contingency Framework in place?

The current Risk Assessment that is in place was revised after lockdown 2. The revised guidance did not require any amendments to be made to what was already in place. Parents have been advised that the school are maintaining staggered start and end times. Staff and parent governors confirmed that parents are happy and comfortable with the staggered timings.

Q: Assessment – It was reported that the school are looking at reporting at a more granular level. What does that mean for Governors? What will the Governors expect to see?

The Governors will not see anything different to the data drop. Data will be reported in December. In January's L&A meeting the Autumn term data will be available to review.

Q: Does the new reporting mean more work for staff?

There is a slight change which should make it more manageable for staff.

Q: Is there any news nationally about comparing data?

Ofsted and SATS have now returned. The last real measure of data was 2018.

Q: Will there be a section on the Pre-School in future HT Reports?

Going forward there will be a Pre-School section included.

6.2 Pre-School Report

The infrastructure and environment have been embedded really well. The Pre-School will feed nicely towards Year R. The EYFS curriculum will go across the school. This time last year 8/10 children attended and now it is between 12-16. Although it is early days it appears to have made a promising start.

<p>Q: In discussion with other governors many are highlighting that schools are identifying that some children are struggling to be resilient in their writing tasks on their return to school. Is this the case here? Not just around writing. There are some children who are needing more support to be more independent in their learning having had an adult on hand when home learning. The school are confident that over this term they will become more independent generally.</p> <p>Q: How much time as HT is the Pre-School taking up? At present daily checks are being made. Up until the summer about 20% of HT time was being taken up. All the ground work that took place last term has ensured that it operates as part of the school.</p> <p>Q: Is there any measurable criteria for success? Within tapestry (the reporting system) and the elements used for assessment all those milestones and assessments have gone alongside the early learning goals. There are different benchmarks. County Assessors will work with Year R and the pre-School to support our work. They will be visiting in the Spring term to undertake a review.</p> <p>It was agreed that going forward the Pre-School will be included in the Parent Survey to be issued in the spring.</p> <p>AP7: Chair to attend the Pre-School Open Afternoon on 1 November 2021.</p> <p>6.3 Badgers Rest (update)</p> <p>Badgers Rest is going very well. Breakfast and afterschool numbers are strong. The holiday club was a success and will be running 3 days in half-term from the hall.</p> <p>Each term the HT will include attendance data in his HT Report.</p> <p>AP8: HT Report – to include attendance data for Badgers Rest</p> <p>A question to include on the Parent Survey would be to ask ‘What impact has the wrap-around care made for your children?’</p> <p>AP9: To include on parent survey - ‘What impact has the wrap-around care made for your children?’</p> <p>6.4 SIP overview The SIP was shared with Governors in the summer. Governors identified the positives and discussed the areas for development.</p>	<p>Chair</p> <p>HT</p> <p>HT</p>
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	<p>Positives</p> <p>Child health and well-being ELSA nurture Hybrid learning in lockdown RSE Policy – consulted and implemented Review of standards Digital Worship Forest School and Sensory school Clear policies in place – Safeguarding and Child Protection Broad and balanced curriculum High expectations for all children through vigorous progress checking and use of catch-up funding</p> <p>Areas for Development</p> <p>Monitor progress and achievement of all children including the Pre-School Develop the role of the link Governor Regular training and use of the outside area Embed Pre-School and EYFS expectations Develop relationship with new LLP</p> <p>Governor Areas for Development</p> <p>Working with parents Continue development of links with the community Strategic planning</p> <p>Governors said it was important to ensure that the SIP acknowledges vulnerable groups including SEND.</p>	
7.	<p>Lowering the age range of the school 7.1 Verbal/written report regarding the consultation</p> <p>The school wrote to the Director of Children’s Services to request to lower the age range. They responded that it was agreed and asked the school to make parents aware. The response is available on GovernorHub.</p> <p>A consultation paper was put on the website asking for parent views. The school were also requested to write to Highwood Nursery, St Peters Church and the Diocese. The school also advised the Principal of Brockenhurst College.</p> <p>All processes were discussed and have been followed. Governors were asked to make a decision whether to approve lowering the age range of the school.</p>	

	The Governors approved lowering the age range of the school.	
8.	<p>Strategic Planning</p> <p>8.1 Forward thinking – A 3-5 year plan for the school</p> <p>The Chair referred to feedback received from the Governors. A discussion was held, in small groups, about forward planning for the school.</p> <p>Federated status Better links with community and church. Invite into school – verderers. Better Links with enterprise – influencing children – career ideas Forest School – accreditation Increasing hiring opportunities Using outside space Awards, rewards, certificates eg. language Achieve – outstanding status Market the school - prospectus Brockenhurst to take the lead in a Federation Develop arts, music, drama Embed Pre-School and occupancy Be the school that others look up to IT needing updating Staff – happy and development opportunities Front of building – better vision, impact Ensure things that have started get completed</p> <p>A working group was set up to work on the Strategic Plan -</p> <p>Kevin Plummer Bronya Szatkowska Michael Harris John Littlewood Vicky Wales Lucy Ladd</p> <p>AP10: Strategic Planning Working Group - Meeting to be arranged prior to the next FGB.</p>	Chair
9.	<p>Safeguarding</p> <p>Governors were reminded to confirm their agreement on GovernorHub that they have read and understood Keeping Children Safe in Education for the new academic year.</p> <p>Safeguarding Audit Return to be completed by 30 September and Safeguarding Plan 2021/22</p>	

	<p>A meeting was held and the Audit was reviewed. Actions were identified which will be included in the Safeguarding Plan.</p> <p>The Governors Approved the Safeguarding Audit return.</p>	
10.	<p>SEN Agree SEN Information Report and Action Plan</p> <p>Carried forward to 29 November FGB.</p>	
11.	<p>Committees</p> <p>11.1 L&A Committee meeting – 6 July 2021 (No meeting held since last FGB on 19 July)</p> <p>11.2 Resource Committee meeting – 5 May 2021 (No meeting held since last FGB on 19 July)</p>	
12.	<p>Governor Matters</p> <p>12.1 Confirm Committee Membership (see table at end of Agenda) All Governors confirmed their Committee membership.</p> <p>12.2 Roles and Responsibilities – next Academic year (See table at end of Agenda) Governors confirmed their roles and responsibilities.</p> <p>12.3 Governance Self Evaluation Summary (to note) Available on GovernorHub.</p> <p>12.4 Governor Annual Planner 2021/22 (to note)</p> <p>12.5 Governor Training</p> <p>WGBT</p> <p>Following the WGBT Governors agreed to –</p> <p>Consult parents more rather than inform Questions – smaller groups of parents to be asked about specific issues Interview pupils Prospectus Agenda item at end of FGB – what do Governors need to consult on as a result of the meeting and what do Governors need to inform parents about Newsletter – Governor piece to be included on a regular basis</p>	

	<p>Individual Governor training</p> <p>RE training – Jo Plummer – 14 September</p> <p>Understanding the Governors roles in monitoring and evaluating SEND – Kirsty Tomblin – 29 September 2021</p> <p>Diocese Collective Worship – Simon Newham – November 2021</p> <p>Ofsted training – Beth Martin – 8 November 2021</p> <p>Leading Governance – Vicky Wales</p> <p>AP11: VW will issue Leading Governance Plan to the Governors</p> <p>VW attended some sessions of the governors for schools’ conference and the Hampshire Governors Forum which both discussed current issues facing governors. Many were concerned with the impact of covid but also working with parents and strategic planning. Areas we are also working on.</p> <p>Dates to Note Annual Conference – 15 October 2021 SEND Conference – 23 November 2021</p>	VW
13.	<p>Health and Safety (Verbal Update)</p> <p>13.1 Site Walk</p> <p>Date to be arranged on completion of the running track.</p> <p>13.2 Training</p> <p>13.3 Approve Plan for Off site visits</p>	
14.	<p>Documents and Policies for Approval</p> <p>All documents and policies were issued to the FGB prior to the meeting</p> <p>14.1 Confirm adoption of Manual of Personnel Practice (MOPP). Governors Approved the MOPP and Pay Policy</p> <p>14.2 Review and Approve Governor Handbook – (Includes a revised Governor Code of Conduct. Amendments have been made to the Governor Visit Form as discussed at previous meetings) Governors Approved the Governor Handbook</p>	

15.	<p>Correspondence</p> <p>One item of parent correspondence has been received. The Chair has responded to the correspondence.</p>	
16.	<p>Any Other Business</p> <p>Greener Brockenhurst The meeting was well attended. The Next Steps are being looked at. It will be really positive if the school could get involved. It was suggested that someone could visit the school to discuss greener issues and to get more awareness within the community.</p> <p>Governor Summer Discussions The Chair referred to the document on GovernorHub with reference to the discussions that were held individually over the summer with the Governors.</p> <p>One point that was suggested was if Governors could meet informally. KP was happy to act as Social Secretary and take forward.</p> <p>The themes that were consistent were –</p> <p>Communication and working with parents Further links with the local community Strategy for publicising within the local area Implementing Succession Planning Policy</p> <p>Governor – available at school gate It was suggested that parents may find it helpful if a Governor were available at the school gate. VW and MS agreed to trial. The HT will advise parents in the Newsletter when there will be a Governor presence.</p> <p>School residential trip – Swanage SN attended the school residential trip to Swanage. It was brilliant. The year group were lovely. The organisation and activities were excellent.</p>	
17.	<p>Items to Consult/Inform Parents</p> <p>Inform Governors at the school gate Lowering the age range of the school</p> <p>Consult 3–5 year plan – What would be the parents’ priorities/ideas for the 3-5 year plan?</p>	HT

	AP12: HT to include in the school Newsletter – parents’ priorities/ideas for the 3-5 year plan	
18.	Impact Statement <ul style="list-style-type: none"> • Ideas for 3-5 year plan • Looked at Safeguarding, received Safeguarding Presentation and discussed how governing body discharges its role in safeguarding. • Agreed to lower the age range of the school • Looked at School Improvement Plan priorities for next year 	
19.	Dates and items for future meetings Date of next FGB Monday 29 November 2021 – 17:30 pm Resource Committee at 8:30 am Wednesday 10 November 2021 L&A Committee at 16:30 pm Monday 4 October 2021 HTPM at 8:30 am Wednesday 13 October 2021	
	The meeting ended at 8:10 pm.	

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6.	HT Report – to include current challenges	HT
7.	Chair to attend the Pre-School Open afternoon on 1 November 2021.	Chair
8.	HT Report – to include attendance data for Badgers Rest	HT
9.	To include on parent survey - 'What impact has the wrap-around care made for your children?'	HT
10.	Strategic Planning Working Group - Meeting to be arranged prior to the next FGB.	Chair
11.	VW will issue Leading Governance Plan to the Governors	Chair
12.	HT to include in the school Newsletter – parents' priorities/ideas for the 3-5 year plan	HT

Learning and Achievement Committee – Presentation Schedule
Presentations start at - 4:30 pm
All Governors Invited to attend

2021/22	Presentation
Autumn 1 – Monday 4 October 2021	Literacy
Autumn 2 – Tuesday 16 November 2021	Numeracy
Spring 1 – Tuesday 25 January 2022	SEND
Spring 2 – Tuesday 15 March 2022	PE/Sport Premium
Summer 1 – Tuesday 26 April 2022	RE/PDL
Summer 2 – Tuesday 5 July 2022	Science
2022/23	Presentation
Autumn 1 –	History/Geography
Autumn 2 –	Art/DT
Spring 1 –	SEND
Spring 2 –	Literacy
Summer 1 –	Numeracy
Summer 2 –	Assessment

Roles and Responsibilities

Area	Governor
Art/DT	Bronya Szatkowska
English	Jo Plummer
Humanities (Geography/History)	Michael Harris
Maths	Kirsty Tomblin
Modern Foreign Languages	Kirsty Tomblin
Music	Bronya Szatkowska
RE	Jo Plummer
Relationship and Sex Education	Kirsty Tomblin
Science	Simon Newham
Sport	Bronya Szatkowska
Community and Business	Bronya Szatkowska/Michael Harris
Development and Training	Vicky Wales
Early Years including Pre-School	Vicky Wales
Health and Safety, Financial Audits	Kevin Plummer
Pupil Voice	Kirsty Tomblin/Simon Newham/Beth Martin
Safeguarding	Vicky Wales
SEND	Michael Snell/Kirsty Tomblin
Staff Wellbeing	Simon Newham/Jo Plummer/Beth Martin
Volunteers and Volunteering	Lucy Ladd

Committees	
<p>Learning and Achievement</p> <p>John Littlewood Julie Edwards Joanna Plummer Lucy Ladd Beth Martin Simon Newham (Chair) Michael Snell Kirsty Tomblin Vicky Wales Tracy O'Connor (Clerk)</p>	<p>Resources Committee</p> <p>John Littlewood Michael Harris Kevin Plummer (Chair) Marie Macey-Dare Vicky Wales Bronya Szatkowska Tracy O'Connor (Clerk)</p>
<p>Headteacher Performance Management</p> <p>John Littlewood Vicky Wales Kevin Plummer Michael Snell Tracy O'Connor (Clerk)</p>	<p>Pay Committee</p> <p>John Littlewood Michael Harris Kevin Plummer Vicky Wales</p>

MINUTES APPROVED

Signature

Name (PRINT)

Position

Date