



Brockenhurst Church of England Primary School

Full Governor Board Meeting

On Monday 19 July 2021 at 5.30 pm

MINUTES

<u>Present:</u>		<u>Apologies</u>
Vicky Wales (VW)	Foundation (Chair)	Bronya Szatkowska (BS) Co-opted
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	
<i>(left the meeting at 7:10 pm)</i>		
Kevin Plummer (KP)	Co-opted	
<i>(left the meeting at 7:10 pm)</i>		
Michael Snell (MS)	Co-opted	
<i>(joined the meeting at 5:45 pm)</i>		
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.	Welcome, Prayer and Apologies The Agenda and supporting documents were circulated to the FGB prior to the meeting to enable questions/amendments to be prepared. The meeting opened with a prayer. The Chair welcomed everyone to meeting.	

	Apologies were received and accepted from Michael Harris and Bronya Szatkowska.	
2.	Declaration of Business and Pecuniary Interests There were no pecuniary interests to declare relevant to the Agenda.	
3.	Minutes of Last FGB Meeting – 17 May 2021 The minutes of the FGB on 17 May 2021 were an accurate record of the meeting and were approved by the Chair. AP1: Clerk to send Winchester Diocese approved copy of the finalised minutes – 17 May 2021. Completed. AP2: Chair to sign the FGB Minutes – 17 May 2021 on GovernorHub.	Clerk Chair

	Action Points – FGB 17 May 2021	Who
1.	Clerk to send Winchester Diocese approved copy of the finalised minutes and Addendum – 29 March 2021. Completed	Clerk
2.	Chair to sign the FGB and Addendum to Minutes – 29 March 2021 on GovernorHub. Completed	Chair
3.	Carried forward from 29 March 2021. Governors who have not completed it to download GovernorHub Healthcheck and forward to Clerk. Agenda Item	All
4.	Re-appointment Co-opt Governor - Chair to hold a discussion with the Co-opt Governor to discuss the position The Chair advised that she had spoken with the Co-opt Governor. It has been proposed that he would like to continue in post for another term of one year. Over the year the following was suggested – <ul style="list-style-type: none"> English is covered by a different Governor for the next academic year – JP volunteered for the position MS would like to keep SEND but would like a Governor to work alongside/shadow – KT volunteered for the position 	
5.	Clerk will advise Governors the last training record that is held on GovernorHub. Governors to update record. Completed	Clerk
6.	Governor Visits - BM to discuss structure with staff in a staff meeting. Completed	BM
7.	KT, VW and BM to discuss structure of Governor Visits following BM discussion at staff meeting. Completed	KT/VW/BM

	<p>Staff were asked for suggestions how they would propose Governor Visits with Subject Leads for every subject to be. It was proposed –</p> <p>First visit – Autumn – Intent - Discussion of the Action Plan for the subject</p> <p>Second visit – Spring – Implementation - Learning walk if appropriate for the subject or a book look. Share good examples of work throughout the school and projects that have been worked on.</p> <p>Third visit – Summer – Impact - Review of how the year has gone for that subject</p> <p>It was decided that the Governor Handbook would be updated over the summer.</p> <p>AP3: Agenda Item – Governor Handbook to Sept FGB for Approval.</p> <p><i>(MS joined the meeting at 5:45 pm)</i></p>	Clerk
8.	<p>Governors to download GovernorHub Healthcheck and forward to Clerk.</p> <p>Agenda Item</p>	All
9.	<p>VW will explore The Key for useful information – Pre-School session. VW explained that she looked at The Key, Hampshire and the Early Years Alliance. All are focused on the Early Years Foundation Stage. As there is a lot of training already planned it was suggested to do the training later in the year.</p> <p>It was suggested that VW, HT and Leesa would look at the training in terms of governance around Pre-Schools.</p>	VW
10	<p>Resource Committee to consider possible name change. Agenda item at Resource meeting.</p> <p>No meeting held since the last FGB.</p>	Clerk
11.	<p>BS to see if this would fit with the plans for the Eco-open event and liaise with the PTA. Completed</p>	BS
12.	<p>KP and Claire Morris will review and amend the Whole School Food Policy.</p> <p>KP amended the Hampshire Model. The HT advised that if the policy were adopted it would need to be included in the parent Newsletter and the policy would have to be enforced. It was agreed the policy should be amended as it was not fully appropriate.</p> <p>AP4: Whole School Food Policy – to be amended and taken to next Resource Meeting for approval.</p>	<p>SN</p> <p>HT/KP/Clerk</p>

13.	BM to ask the staff if they would like to have an end of term BBQ with the Governors. Completed. As restrictions were still in force it was agreed that the Governors would provide a lunch for staff on the Inset Day (2 Sept). A Thank You letter will be sent from the Governors to all staff this week.	BM
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4.	<p>Head Teacher's Report</p> <p>4.1 Written (bullet points)</p> <p>The HT advised that there was an addition to the Report. Unfortunately the school have had to ban a relative from the school site for a term because of their aggressive behaviour. Legal Advice has been taken and the school will review the situation in December.</p> <p>Governors were invited to ask questions.</p> <p>Q: Attendance -The attendance figures look very good. Has the HT got a view on other Hampshire school attendance? Secondary schools are ranging between 50-80%. Primary is ranging between 92% - 98%. The school have had very few cases where children have been required to self isolate.</p> <p>Q: Health and Safety – Has the fire practice taken place? The fire practice was held today (19 July). The whole school responded excellently. The school and Pre-school were all out within 2 minutes and the children were brilliant.</p> <p>Q: Assessment – Has the HT heard anything about the National picture and what the future might hold for assessment in primary schools? The HT advised that the STA have released their Assessment arrangements for next year.</p> <p>Q: English - A Governor referred to Chris Cheal's Summary of Main Findings. A lot of the findings were very positive. It appears that there were some significant implications for Year 1 and Year 3. Is the school confident in the leadership capacity to deliver on those actions? Chris Cheal will return for half day and work specifically on the long term plan. All teaching staff have already had sessions with Chris Cheal. Chris Cheal is confident that the area and the focus is correct and the intent is there. The English Lead is going to check on every year group to identify if there needs to be an additional half day from Chris Cheal to fine tune what they are doing.</p> <p>All staff are committed to work together as a team on consistency and progression.</p>	
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	<p>Q: What additional resources might be required?</p> <p>The English Lead has looked at an Action Plan that needs to be put in place before the summer in preparation for September. The Chair said that is a step forward with regards to strategic planning for staff and moving towards that approach.</p>	
5.	<p>Strategic Planning</p> <p>5.1 SIP overview</p> <p>At the last meeting there was a full discussion on what the Governors thought was important and should be a priority.</p> <p>Following the meeting the HT has worked on the SIP. The summer review for rag rating will be distributed in September.</p> <p>There were 3 or 4 items that were discussed and due to covid there was not sufficient evidence to say that they were met. Some items had been started but felt they needed the time to embed.</p> <p>The Pre-School has changed a lot from coming on site to now being entirely run by the school.</p> <p>The Learning Values have been included in worships. The school would like to accelerate more and have started to include them on the Newsletters.</p> <p>Covid catch-up – The impact of the catch-up that was put in place is a focus for next year. There was a very tight system in place how the catch-up funding was spent. As far as the HT is aware no catch-up funding will be received next year.</p> <p>Q: SEND – There was a concern about the proportion of children that was anticipated might need some type of Special Education support even though they may not be on the SEN register?</p> <p>The school is seeing more children presented with SEN in two capacities –</p> <ol style="list-style-type: none"> 1. There is an SEN need. 2. Parents are presenting through a solicitor that they would like to apply for an EHCP. <p>From the local trend in Hampshire and the National the school are not seeing as much demand as some areas.</p> <p>The HT has spoken with the Assistant Director although the school are seeing an increase the school is in a better position than some others.</p>	

	<p>JE advised that she has recently completed more CAHMS referrals. These are genuine cases.</p> <p>The school only submit EHCPs if they think they will be successful. The school have 100% success rate in applications going forward for assessment.</p> <p>Q: Given that the FGB have looked at the School Improvement Plan for the next academic year can the Governing Body see where they have influenced it?</p> <ul style="list-style-type: none"> • Embed RSE Policy • Online Safety – following Parent review • Pre-school and how to integrate and support that strategic development • Role of Link Governors and format of visits • Looked at communication with parents, the community and marketing • Supported in the development of the outside learning opportunities <p>Q: Should the Governors, have in the School Improvement Plan, an item that is specific to governance and where the Governors may want to go strategically?</p> <p>The Governors suggested as a Governing Body that they would have an action plan for governance. The Governors said that they felt this was manageable.</p> <p>5.2 Governing Board Healthcheck</p> <p>The Chair provided an overview of the responses.</p> <p>The Chair referred to areas in which governors were less secure that they could provide evidence of undertaking their role. It was identified that Governors needed support from staff to help them if they are struggling to find the evidence.</p> <p>The curriculum; it's appropriateness for all learners and its ambition</p> <p>At the Learning and Achievement Committee a lot of areas of the curriculum are reviewed. In-depth and thorough information is provided by staff. Teachers are working on Age Related Expectation portfolios for each class. Going forward Governors will be able to see the portfolio when Subject Leaders present at the L&A Committee.</p> <p><i>Learning and Achievement Presentation Schedule at end of Minutes of Meeting.</i></p> <p>It was suggested that the staff need to be given a clearer guide of what the Governors are looking for:-</p>	
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	<ul style="list-style-type: none"> • The positives of the subject • The areas for future development • Where the subject is going and how Governors can help • Example of ARE from work scrutiny <p>Governors were in agreement that they want to understand where things are not going as well so that they can see all sides. Governors are very conscious that it needs to be done in a way where the Governors are not drawn into operational issues.</p> <p>AP5: Agenda Item next FGB – Sept 2021 – Future planning – looking forward to the next 3-5 years</p>	
6.	<p>Pre-School</p> <p>The consultation with parents to lowering the age of entry to school cannot be proposed during the holidays. The school are not able to propose anything until 1 September. The HT will advise about the consultation in the first Newsletter on return to school. The consultation will end on 1 October. It is not anticipated that there will be any major problems. It is best practice because then the school will align under one Ofsted. The Visions and Values will go throughout the whole school and Pre-school provision.</p> <p>Looking forward the HT has met with the Trustees with regard to releasing some of the capital to invest today's money in today's children. The Trustees have invested £6,500 (six thousand five hundred) into the Pre-school this half term.</p> <p>Numbers registered for Autumn are:-</p> <p>6+ 2 year olds 13 3 - 4 year olds</p> <p>The Pre-school is a 20 place Pre-school. There are already 20 rising to 23 children registered for Autumn term. There are a lot of 2 year olds that want to attend the school. Some children may need to start after Christmas when some of the other children have turned 3. It is not anticipated that the children will go elsewhere as the HT has spoken to the parents.</p> <p>The Pre-school is open from 8:45 am to 3 pm. There will be two sessions 8:45 am to 1 pm or 8:45 to 3 pm.</p> <p>The HT advised that TUPE has been completed (19 July 2021). The Pre-school will exist on a separate Admissions Policy. Catchment area is still the priority admission criteria. If a parent applies, but they are out of catchment, if</p>	Clerk

	<p>there is a space they can attend. The Admissions Policy will be reviewed going forward.</p> <p>Q: Looking ahead is it anticipated that 20 children will attend all the time? Is there room for expansion?</p> <p>Yes, this is a possibility. The building is 20 maximum. The school operates with 4 x 2 year olds maximum. The school could possibly expand but the outdoor space would diminish. The school would never want to turn children away. It is anticipated that within 3 years there will be a waiting list.</p> <p>The HT advised the numbers for next year were:-</p> <p>Year R, 1 and 2 have 27 children</p> <p>Year 3 32 Year 4 32 Year 5 34 Year 6 25</p> <p>Q: Should Governors be concerned that going forward there may be a waiting list for the local community?</p> <p>The school will serve the community. As catchment children have priority the HT does not envisage this to be a concern.</p> <p>Q: How are the relationships with the Pre-school?</p> <p>All challenges have been dealt with and resolved.</p> <p>The Governors wanted to thank everybody who has been involved with the Pre-school. It has been a lot of hard work from everybody. It is stunning to see the children being involved in the school and what is being produced.</p>	
7.	<p>Committees</p> <p>Committee minutes submitted prior to the meeting</p> <p>7.1 L&A Committee meeting 6 July 2021 – SN</p> <p>There was nothing further to report from the L&A Committee however a discussion took place regarding the presentation of data at the meeting. JL confirmed he had undertaken further analysis of the data that had been shared with the Committee and that this data set was for internal school use only.</p> <p>7.2 Resource Committee meeting – 5 May 2021 – KP</p> <p>No meeting has been held since the last FGB on 17 May.</p>	
8.	<p>Wraparound Care and Pre-School</p> <p>Update – ‘Badgers Rest’ (verbal)</p>	

	<p>Breakfast club – Average number attending is 11. Afterschool club – Average number attending is 9. Two-week holiday club – trial – Average number attending is 10. Summer clubs – extra curricula clubs – 6 clubs. 94 children attended.</p> <p>A Governor referred to a Government funded scheme for activity days for Pupil Premium children. You had to bid as a provider. Some larger providers who ran across multiple sites were successful. The school were not in a position to bid because they were too small and are not a corporation or a company.</p>	
9.	<p>Inset Days</p> <p>Thursday 2 September 2021 Friday 3 September 2021 Monday 1 November 2021 Friday 18 February 2022 Monday 6 June 2022</p> <p>The Governors confirmed and approved the Inset Days 2021/22.</p>	
10.	<p>Governor Matters</p> <p>10.1 Governor Training</p> <ul style="list-style-type: none"> • Feedback from Individual Governor training <p>LL attended Holding Leaders to Account on 7 July 2021. The course was held via zoom and it was not felt it was as effective. It was difficult to discuss anything and to concentrate. The course was interesting but it felt it could have been more effective.</p> <p>JP has booked Promoting Equality and Diversity on 17 February 2022.</p> <p>The Chair advised that some of the virtual training is very good. She has completed the Finance training and this was very good.</p> <p>VW thanked the Governors for their self-evaluations. VW has attended 2 sessions of the Leading Governance Programme. The first session was an introduction session. There was an opportunity to work in groups. The biggest issue that was identified by other Governors was long term staff sickness and the impact of covid. The second session was the Competency Framework. Governors had been tasked sending out the self-evaluation, gathering and doing their own analysis. The Chair advised that every Governing Board reported back on Strategic Leadership looking 3-5 years ahead and engaging parents.</p>	

	<p>The next steps from the self-evaluation are that the Chair is tasked with preparing an Action Plan which is required to be submitted. The tutors will review the Action Plan. Following the review the Chair will feed back to the FGB.</p> <p>Q: A Governor asked if the Action Plan would be shared with the FGB? The tutors will review the Action Plan and then it will be shared.</p> <p>VW attended Strategic Leadership on 16 June 2021 which is a new course. The course was thought provoking. As Governors what would Governors see that supports the culture, values and ethos and values in the classroom?</p> <p>VW, JE, HT and MMD attended the Safeguarding Conference. The Chair advised Governors to look at the Ofsted report – review of sexual abuse in schools and colleges. The Chair referred to the Everyone's Invited website which has the list of schools where children and people have signed up and said they have experienced in-school sexual harassment.</p> <p>Q: What is the school doing to prepare the children in primary for something that is known that they may experience? Are the children clear on what they should do? It was suggested that at the next FGB on 27 September a Safeguarding discussion will be held.</p> <p>VW attended the Chairs' Network Meeting on 24 June 2021. Staff sickness and wellbeing was discussed.</p> <p>10.2 Greener Brockenhurst</p> <p>LL reported that the PTA had a stall at the Greener Brockenhurst Day on 10 July which was well attended. It is not known how much has been raised at this stage. The feedback received was very positive with regards to the children's work that was displayed. Thanks were given to all of the staff for their work.</p> <p>10.3 First meeting of Academic year – Governors input into Safeguarding Discussed above.</p> <p><i>JP and KP left the meeting at 7:10 pm</i></p> <p>10.4 Roles and responsibilities – next Academic year 10.5 Governor Meetings The Chair proposed that she would like to have individual meetings with Governors over the summer. As the Chair is moving home meetings could be</p>	
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	<p>held at the school in the second week of the holidays. If this is not convenient an alternative will be suggested.</p> <p>Prior to the next FGB the Chair would like to discuss the roles and responsibilities for the next Academic year. The Chair advised that she would like to add an additional role which was a Governor who took a particular interest in volunteer and volunteering.</p> <p><i>Roles and Responsibilities listed at end of Minutes.</i></p> <p>10.6 Pupil Survey – results</p> <p>BM, KT and SN met to create a Pupil Survey. The Survey was created on Google Forms so it was easy for the children to access. The questions were tied into the SIP. The children in KS1 had a slightly different survey and that was administered by an adult with the children. A small sample of children were from KS1 whereas in KS2 all children accessed it.</p> <p>The results were shared with the FGB in advance of the meeting. There was a lot of positives. There were some areas that require some work. The results will be feedback to the staff.</p> <p>Positive –</p> <ul style="list-style-type: none"> • School grounds • They feel happy, safe and feel cared for • Majority of children feel that their achievements are recognised and they learn a lot in lessons <p>Areas to work on –</p> <ul style="list-style-type: none"> • 25% of children in KS2 felt that they were not challenged enough- this may be discussions in classroom about how are children challenged? Also discussions with staff to ensure that all children do feel challenged. • KS2 were strong on their knowledge of the Christian Values. KS1 were not as strong. • Some children, KS1, do not know how well they are doing in class or how to improve their work. <p>Next Steps –</p> <ul style="list-style-type: none"> • Share outcomes with all staff • Agree Actions • Feedback to children • Newsletter – Governor Update section – include outcomes to parents <p>AP6: L&A Agenda item – Pupil Survey – Next Steps - Share outcomes and Actions.</p> <p>VW and LL reviewed the Induction Checklist. Not everything has been able to</p>	<p>SN/ Clerk</p>
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	happen because of restrictions in place.	
11.	<p>Health and Safety (Verbal Update)</p> <p>11.1 Site Walk A site walk has been completed (19 July 2021). Priority lists have been set up. There is nothing major that needs to be completed.</p> <p>11.2 Training</p> <p>Dave, site manager, is attending Legionnaire training and PAT testing next week.</p>	
12.	<p>Documents and Policies for Approval All documents and policies were issued to the FGB prior to the meeting</p> <p>12.1 CCTV Policy - Approved There were no changes to the policy.</p> <p>12.2 Whole School Food Policy Discussed previously in minutes - It was agreed the policy should be amended as it was not fully appropriate. Whole School Food Policy – to be amended and taken to next Resource Meeting for approval.</p> <p>12.3 Assessment Policy – Approved The Assessment Policy will be put on the website ready for September.</p>	
13.	<p>Correspondence</p> <p>No correspondence has been received.</p>	
14.	<p>Dates and items for future meetings</p> <p>Date of next FGB Monday 27 September – 17:30 pm</p> <p>Resource Committee at 8:30 am Wednesday 10 November 2021</p> <p>L&A Committee at 16:30 pm Monday 4 October 2021</p> <p>HTPM at 8:30 am Wednesday 13 October 2021</p> <p>WGBT – Working with Parents - Tuesday 21 September 2021 – 4 pm</p>	

	Impact Statement <ul style="list-style-type: none"> Discussed the School Improvement Plan and the preparations for the next academic year How Governors can be more strategic to guide the school to succeed to be the best of the best Verified external reports on benchmarking the school Heard pupils voice through the Pupil Survey Interrogated the HT Report 	
	<p>The Chair thanked the Governors for their hardwork and contributions over the year. The Governing Body is very strong. The Governing Body thanked the Chair for her hardwork and commitment.</p> <p>The meeting ended at 7:30 pm.</p>	

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

Learning and Achievement Committee – Presentation Schedule

Presentations start at - 4:30 pm

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
RE	Jo Plummer
Relationship and Sex Education	Kirsty Tomblin
Science	Simon Newham
Sport	Bronya Szatkowska
Development and Training	Vicky Wales
Early Years	Vicky Wales
Health and Safety, Financial Audits	Kevin Plummer
Pupil Voice	Kirsty Tomblin
Safeguarding	Vicky Wales
SEND	Michael Snell/Kirsty Tomblin
Volunteers and Volunteering	

MINUTES APPROVED

Signature

Name (PRINT)

Position

Date