



Brockenhurst Church of England Primary School

Full Governor Board Meeting

On Monday 8 February 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	
Michael Harris (MH)	Authority	
Lucy Ladd (LL)	Parent	
Marie Macey-Dare (M M-D)	Co-opted	
Simon Newham (SN)	Ex-Officio Foundation	
<i>(SN - left the meeting at 6:35 pm)</i>		
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:-		
Tracy O'Connor	LA Clerk	
Julie Edwards (JE)	Associate	

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 Lucy Ladd, Parent Governor to her first FGB.	

	<p>The Chair reminded the FGB that the same confidentiality rules apply to the zoom meeting as if it were a face to face meeting. If anyone enters the room they should be asked to leave or you should leave the meeting and re-join.</p> <p>To avoid background noise Governors were also requested to mute and unmute when they wish to speak.</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 will also be leaving the meeting at 6:30 pm.</p>	
2.	<p>Declaration of Business and Pecuniary Interests</p> <p>There were no pecuniary interests to declare relevant to the Agenda.</p>	
3.	<p>Minutes of Last FGB Meeting – 7 December 2020</p> <p>The minutes of the FGB on 7 December 2020 were an accurate record of the meeting and were approved by the Chair.</p> <p>AP1: Clerk to send Winchester Diocese approved copy of the finalised minutes – 7 December 2020.</p> <p>AP2: Chair to sign the FGB Minutes – 7 December 2020 on GovernorHub.</p> <p>Instructions to sign a document online - ·</p> <ul style="list-style-type: none"> • In the Documents tab, find the document you wish to sign. • Ensure document is closed. • Click on the three dots menu on the right-hand side. • This menu will give you an option to "mark as signed". • Once you have done this the document will display 'marked as signed by' • If you hover over your name with a mouse it will reveal the date of the signature. • More than one person can sign a document. • To remove your signature, you click on the three dots and select 'mark as unsigned'. <p>Action points from 7 December 2020 meeting –</p> <p><i>AP3: SIP 4 - Worship - E-mail will be sent to the Governors providing feedback - what children enjoy and what they would like to see more.</i></p> <p>Beth completed a whole school Worship evaluation during Autumn 2 across all year groups and the evaluation is included in the documents for the FGB meeting.</p>	<p>Clerk</p> <p>Chair</p>

	<p>Q: A Governor asked what it was that Mrs Edwards seems to be able to do so successfully? Mrs Edwards is mentioned several times in the evaluation. The headteacher responded that she gets the children involved from the start in a variety of ways. She keeps the children grounded and they feel able to contribute. It is pitched at the right level.</p> <p>A reminder was given to the Governors that the reason Beth was asked to take this forward was following feedback received previously from the children that they didn't enjoy worship and particularly whole school worship.</p> <p>The Governors acknowledged the hard work that has been done in reflecting and reviewing how worship was being delivered in the school. The Governors can see there has been a positive outcome in terms of the feedback from the children.</p> <p><i>AP10: Chair to contact Hampshire Governor Services to book training – Working with Parents.</i> The Chair has contacted Governor Services and they have made a note about the next training session – Working with Parents. Date to be advised.</p> <p><i>AP13: Staff to discuss how they can empower parents more. How can they support parents to help progress their children</i> AP carried forward to next meeting.</p> <p><i>AP16: BM to advise SN re Pupil Voice Primary training.</i> The training only runs once during an academic year. The date is now available and Governors are able to sign up.</p> <p>All other Action Points had been completed.</p>	
4.	<p>Head Teacher's Report (Written)</p> <p>The HT Report was circulated to the FGB prior to the meeting.</p> <p>4.1 Written (bullet points)</p> <ul style="list-style-type: none"> • Lockdown/Covid 19 <ul style="list-style-type: none"> ○ Remote Learning ○ Welfare of staff ○ Support for vulnerable <p>Q: A Governor asked if the HT could include the distribution of laptops to 9 families. The vulnerable children who are being tracked have also been provided with new laptops.</p> <p>The HT advised that it is under Safeguarding and GDPR and covid – loan agreement for laptops in place to ensure appropriate use.</p>	

	<p>Q: Budget - Children's kitchen/Forest school (Inc. pigs) all supported by PTA/Community and within expectations – how is the Forest School progressing?</p> <p>The work to clear the site of the trees was completed by Hampshire in January. The final ground debris is being cleared in the next couple of weeks.</p> <p>A new parent who works for the Forestry Commission is going to work alongside the school and develop the area. He also deals with accreditations. A quote for £2,000, which appears expensive, has been received for the fencing for the pigs. The quote will be reviewed and discussed.</p> <p>Forest School will continue when access to parents and workforce is allowed. The HT hopes that by the end of March the Forest School can be publicised. Bronya has volunteered to do some photo shoots.</p> <p>Q: What is the HT/JE view on the staff wellbeing?</p> <p>The rapid change of working style and requirements with providing for critical workers and vulnerable children has meant, because there are a lot of children who fit the criteria, for the first fortnight staff were under significant pressure. Their workload would have increased over 100%. A lot of changes happened in week 3 to try and stabilise what was happening. The balance is just about right going into half term for managing expectations within school. The hardest thing has been balancing the provision for every child to have the quality. There have been problems along the way - technology, resources and wi-fi. At half term schools will find out how long the position will continue. The wellbeing of staff is crucial for the HT as he needs to know they will return to school refreshed.</p> <p>The staff have worked incredibly hard and running up to half term staff are taking it a day at a time. Staff have had good and bad days. As a team they are all supporting each other but it has been incredibly difficult.</p> <p>The school are seeing more and more families that are finding that children are suffering with stress and mental health. More ELSA is being offered to families that would not normally be expected.</p> <p>AP4: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.</p> <p>4.2 Remote Education provision document for website</p> <p>The HT confirmed that the Remote Education provision document has been completed and is available on the website.</p>	<p>HT</p>
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	<p>The Chair referred to the Skills Audit that was completed last year. The Governing Board are a very skilled set of Governors. The Skills Audit indicates that the Board has a large range of skills.</p> <p>Q: Is there anything written down that says a Governor cannot serve for longer than 8 years and after which time a Governor is required to resign?</p> <p>There is nothing written down but it is suggested good practice by the NGA. There are differences in everybody's role. It is important to get the right skills and the right people.</p> <p>As a Board it is necessary to get a better understanding of when people may be considering stepping away. Recruitment will be based around skills. The Board will commit to supporting all Governors in their development. Should Governors wish to take on a role, shadow or see what is happening the Board will accommodate that.</p> <p>A Governor suggested that as Best Practice if a Governor has served 8 years at the end of the 8 years that the remaining Governors should have the conversation and make sure that they are assessing the possibility of new people coming in alongside the possibility of someone continuing to serve for 12 years.</p> <p>The Chair meets each Governor individually each year and this would be an ideal opportunity to discuss the Governor's intention in continuing and developing their role.</p> <p>5.2 Development of further links between parents and Governors</p> <p>The Chair thanked Kirsty, Jo and Lucy who have done a lot of work to develop the Parent survey. Thank you to John and Shelley in school also who then supported the work by getting it to parents. Jo has been collating responses to the survey and has prepared a very helpful, provisional observations summary for the FGB.</p> <p>Jo outlined the Next Steps. On receipt of the responses Jo will put the data into an easy to read format. When that has been completed a meeting will be held of the working group(Jo, Kirsty and Lucy),hopefully next week. , to discuss the outcomes and suggest what the recommendations would be. It will then be shared with FGB as it is a Governor survey and they would need to endorse the recommendations and way forward.</p> <p>The Chair identified that already there are some themes particularly about safety online. Potentially this may lead to long term actions as well as short term actions. The HT has already issued guidance to parents but this is something that can be developed going forward.</p>	
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	<p>A Governor advised that there is some external resources that could be used. BM and SN attended a Diocesan meeting and there was a presentation about children's safety online which were very good. The presentations are available for schools to use.</p> <p>Jo advised that it is important that the survey is contextualised. It is a difficult time for families. It was suggested that it may be worth re-doing the survey, after things have settled, to see if there is a difference between the responses received.</p> <p>The amount of responses received has been very positive. It is quite evident from the majority of responses that they are from families who are home learning. There is clearly some families who have got children attending school and are appreciating the support from the school.</p> <p>Governors wanted to add their thanks. The questions were well chosen. It is obvious that a lot of time has been put into the survey.</p> <p>Q: Can we make sure that there is a Governor, other than a parent Governor, always in attendance at a PTA meeting?</p> <p>The HT and Chair attend every PTA meeting. Lucy Ladd is the Co-Chair of the PTA and will also represent the Governing Body at the meetings and will feedback to the FGB.</p>	
6.	<p>Committees</p> <p>Committee Chair minutes submitted prior to the meeting</p> <p>Committee Chair updates – verbal</p> <p>6.1 C&C Committee meeting 19 January 2021 - SN</p> <ul style="list-style-type: none"> • Discussion - what works well and what is not working well • No policies approved under delegated powers <p>BM presented a Maths Mastery Presentation which was excellent. Governors were very assured by her strategic awareness of Maths. Justina gave a Presentation on Internal Assessments. The presentation was very impressive and Justina knew what was going on in all year groups. Governors can be confident that the school has a strategic grasp on all elements.</p> <p>Governors felt the staff presentations were working well at the Committee meetings. Governors asked if it was putting too much pressure on the teachers to prepare the presentations but it wasn't as long as they have advance notice and enough time to prepare.</p> <p>The Committee also felt that using zoom for staff presentations was positive and going forward this may be used for future meetings.</p> <p>Not working as well was the HT always having to both present and discuss whole school data. Justina is now the Assessment Lead and the workload has therefore been shared.</p>	

	<p>6.2 Resource Committee meeting – 27 January 2021 - KP</p> <ul style="list-style-type: none"> • Budget update • SFVS – Ratified at FGB • Discussion - what works well and what is not working well • No policies approved under delegated powers <p>Q: Are we putting too much work on our staff? It appears that less is being spent on teaching staff and more on support staff?</p> <p>The HT explained the staffing figures. An amount is shown for a supply teacher who was covering for a teacher who had left in January. This caused the data to be skewed.</p> <p>A Governor wanted to make the observation that wellbeing of staff is a priority. Teachers are taking each day by day and it is hoped the Resource Committee are always balancing the staff wellbeing alongside the budget.</p> <p>The Chair of the Committee said that at the Resource meeting it was proposed and agreed that because of covid if things changed the HT could, without recourse to the FGB, take the decision to increase staff on a temporary basis.</p> <p>6.3 HTPM – Mid Year</p> <p>The HTPM Mid-Year took place on 8 February 2021. An in-depth discussion was held with the HT to discuss his objectives and progress. It was a very positive and encouraging meeting.</p>	
7.	<p>School Improvement Plan</p> <p>7.1 School Improvement Plan</p> <p>Governors were asked to read and rate each question of the SIP. Governors were making their judgements based on in-house assessments as external assessments are not available.</p> <p>AP10: SIP – RAG rating - Completed version to be sent to Clerk to distribute to FGB. Completed</p> <p>7.2 Governor monitoring and visits</p> <ul style="list-style-type: none"> • SEND visit report – MS report of meeting with JE, SENCO. <p>MS thanked JE. At the end of the report reference was made to JE as the SEN, Deputy HT and a class teacher. It was felt that ideally more time would be allocated to the person responsible for the SENCO in the school. However JE is doing an exceptionally good job and needs to be thanked for her hardwork.</p>	Clerk

	<p>Governors would like to thank JE for her hardwork as the SENCO for the school. This is not an easy role, especially in the current circumstances, with additional pressures and challenges.</p> <p><i>SN left the meeting at 6:35 pm.</i></p>	
8.	<p>Pupil Premium/SEN 8.1 SEN Information Report and Vulnerable Children Acton Plan</p> <p>The SEN Information Report has been reviewed. There have been some slight amendments which require updating. The updated amended version will be put on the website.</p> <p>There are 35 children on the SEN register. One is off site.</p> <p>26 out of 34 of the SEN children are on site – 76% 6 children are Pupil Premium – 2 on site 33.33% 8 children are on the watch list – 6 on site 75%</p> <p>There is a high percentage of vulnerable children attending school. The school have tried to get the children on site, who are not attending, but some families have very good reasons why they are not.</p> <p>When the school is out of lockdown the action plan will be that the teachers will be targeting the children who have not attended school to review their wellbeing and academic progress.</p> <p>A Governor said that that is a higher percentage than have previously attended during lockdown. This must be the work the staff have done in encouraging the families to attend school.</p> <p>M M-D has also followed up a lot of families who are ELSA who are also included.</p> <p>All 9 of the Government funded laptops have been distributed to appropriate families. All the children on the list have been offered the opportunity to have a laptop. Quite a few have already got the technology at home.</p> <p>There is also the full programme of ELSA and nurture continuing and children are attending on an appointment basis. This has been very helpful and maintained contact with families and children. Everybody has engaged with the school.</p> <p>There are 35 children identified as being SEND out of a school total of 200. (17.5%) . Those requiring ELSA support has increased and fortunately there are 2 members of staff available to deliver ELSA support.</p>	

9.	<p>Safeguarding</p> <p>9.1 Processes and procedures for ensuring safeguarding of pupils is monitored during remote learning/lockdown.</p> <p>CPOMs is still maintained. The bubbles are running with the same staff and the HT has identified there are more incidents where there are online incidents at home. There are more inappropriate interactions between children who are unsupervised at home. Staff are continuing to maintain vigilance around safeguarding of the children.</p> <p>Meetings continue with Hampshire and Social Services and procedures have not changed. The procedures are working well.</p>	
10.	<p>Wraparound Care and Pre-School</p> <p>Update – ‘Badgers Rest’ (verbal)</p> <p>This has been discussed in the HT Report. Badgers Rest ran well during the Autumn term and numbers were high.</p> <p>At the current moment because there are only critical worker children numbers accessing the provision are down and it is running at a slight loss. Educational staff cannot be furloughed. Two members of staff are currently working for 4 to 6 children. Once children are back at school and parents can access the provision there is normally 14 – 16 in the morning and afterschool 18 – 22.</p>	
11.	<p>Governor Matters</p> <p>11.1 Constitution – appointments/election/current vacancies</p> <ul style="list-style-type: none"> • Lucy Ladd – new Parent Governor • No elections due • No current vacancies <p>The Chair acknowledged Lucy Ladd’s appointment as Parent Governor.</p> <p>11.2 Governor Training</p> <ul style="list-style-type: none"> • Feedback from Individual Governor training • Whole Governing Body Training (WGBT) <p>The Chair advised that she completed the Safer Recruitment training on 22 January 2021 which was a very good session. The training was delivered in two parts – safer recruitment processes and developing and maintaining a safe school culture. The message from the training concerning vigilance was ‘It could happen here’. The message for all staff and Governors in terms of Safeguarding to be aware things do happen.</p> <p>Hampshire Governor Forums will run in March. The Development and Training Governor meeting will be in May.</p>	

	<p>11.3 Decision - join NGA or subscribe to The Key.</p> <ul style="list-style-type: none"> • NGA • The Key <p>Governors were asked to give consideration whether the Governing Board needed to subscribe to additional support to get advice or information. Governors were asked to look at and consider the National Governance Association and also The Key.</p> <p>The Chair had given Governors a brief overview and costs involved. The SLA with Hampshire has been renewed which does provide services, networks, training and e-learning and advice.</p> <p>A Governor advised that Hampshire IT are slowly shutting down all their services. The school are relying more on their IT provider that they currently have. One of the suppliers from Hampshire is the SIM which is the school MIS system. The alternative to that is the Arbor Education IT provider who have just joined The Key. There may be some advantages.</p> <p>Following discussion the preferred option would be to explore The Key membership. Governors would like to consider if it can be trialed for a period of time.</p> <p>Q11: 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?</p> <p>Q12: M M-D to review IT systems – Arbor Education. Agenda item next meeting 5 May 2021 – Resource Committee.</p>	<p>HT</p> <p>M M-D</p>
12.	<p>Health and Safety (Verbal Update) 12.1 Site Walk 12.2 Training</p> <p>The Headteacher has been conducting site walks at weekends. KP is going to do a site walk after half term.</p> <p>David, the Caretaker has undertaken the key training to ensure the school is operational.</p> <p>Electricians and plumbers are coming on site to carry on with the usual maintenance with David.</p>	

	<p>Everything is in hand from a safety point of view. When KP audits he will be able to check.</p> <p>Staff are undertaking voluntary lateral flow covid tests twice a week.</p>	
13.	<p>Documents and Policies for Approval All documents and policies were issued to the FGB prior to the meeting.</p> <p>13.1 Pay Policy (Resource Committee meeting 11 November) – FGB Approved</p> <p>13.2 SFVS (Resource Committee meeting 27 January 2021) – FGB Approved</p> <p>13.3 SEND Policy –FGB Approved</p> <p>13.4 Hampshire Clerking Service 2021/22 – Approved The FGB confirmed their agreement and Approval to the Clerking Service requirement for 2021/22.</p> <p>13.5 SLA – Advice, Support and Training subscription 2021/22 The FGB confirmed their agreement and Approval to the SLA – Advice, Support and Training subscription 2021/22.</p>	
14.	<p>Correspondence</p> <p>The Chair advised the FGB there is now a Governor email box which is available on the school website for parents to access. It is separate to the school email box. The Chair can access the Governor email box and respond to correspondence. The Chair confirmed that if anyone is approached with a complaint they should be directed to the Governor email address on the school website.</p> <ul style="list-style-type: none"> • The majority of concerns that parents have are dealt with via the class teacher. • Complaints against school staff are dealt with by the Headteacher. • Complaints against the Headteacher are dealt with by the Chair of Governors. • Complaints against the Chair of Governors or any individual governors are made to the Clerk. • Should a Governor Panel be required the Clerk would be required to organise the Panel. 	

	<p>The Chair is not permitted to share information about complaints in case they are escalated to a Governor Panel. The Chair can provide numbers of correspondence received.</p> <p>There is a difference between complaints and concerns. Currently there are two formal complaints and two concerns. The HT has dealt with one concern which was operational.</p> <p>Is there a published response time to deal with complaints?</p> <p>The school has a Complaints procedure and the timings are contained within the policy. The Chair advised that the DfE recently updated their Complaints guidance and the school policy should be reviewed in light of the DfE changes.</p> <p>AP13: KP to review the Complaints Policy in light of the recent DfE changes.</p> <p>AP14: Correspondence – Standing Agenda item at FGB meetings.</p>	<p>KP</p> <p>Clerk</p>
15.	<p>Any Other Business</p> <p>Staff Wellbeing</p> <p>On Friday Vicky, Kevin and Jo are making lunch for all of the staff. Vegetarian options will be available. It is from all of the Governors to say a big thank you to staff. Thank you to governors for their contributions to the meal and to John's wife for the idea.</p> <p>The Chair thanked everybody for attending and their valued contribution.</p>	
16.	<p>Dates and items for future meetings</p> <p>Date of next FGB – 29 March 2021 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 16 March 2021 Tuesday 27 April 2021 Tuesday 6 July 2021</p> <p>HTPM at 8 am Wednesday 30 June 2021</p>	

	Impact Statement <ul style="list-style-type: none"> • We are tracking our vulnerable children. • Approved the new SEN Policy. • Established Covid Policies and monitored wellbeing of the staff and children. • Linked what the school is currently doing with the School Improvement Plan and considered the evidence of impact. • We have seen the impact of changes to Worship that have been introduced by staff and have received evidence through the views of the children. • Feedback from parents – prelim report from the parent survey shared. 	

The meeting closed at 7:25 pm.

	Action Points – FGB 8 February 2021	Who
1.	Clerk to send Winchester Diocese approved copy of the finalised minutes – 7 December 2020. Completed	Clerk
2.	Chair to sign the FGB Minutes – 7 December 2020 on GovernorHub.	Chair
3.	FGB Agenda item – Present Review of Committee structure. Decide how often a review should be made – Presented 29 March 2021 in order to make any changes by 17 May 2021.	Chair/Clerk
4.	<u>C/fwd from 8 Feb meeting</u> – Staff to discuss how they can empower parents more. How can they support parents to help progress their children	BM/JP/HT
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.	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.	M M-D

8.	Foundation Governor – Term of Office expires 11 July 2021 – Complete Re-Appointment of Foundation Governor form.	Chair/SN
9.	Clerk to put a table showing Term of Office due for the current year – Agenda Item - FGB - Succession Planning.	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?	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
14.	Correspondence – Standing Agenda item at FGB meetings.	Clerk

MINUTES APPROVED

Signature

Name (PRINT)

Position

Date