



Brockenhurst Church of England Primary School And Pre-School

Full Governor Board Meeting

On Wednesday 6 July 2022 at 5.30 pm

MINUTES

<u>Present:</u>		<u>Apologies</u>
Vicky Wales (VW)	Foundation (Chair)	Marie Macey-Dare (M M-D) Co-opted
John Littlewood (J Li)	Headteacher	Lucy Ladd (LL) Parent
Beth Martin (BM)	Staff	Michael Harris (MH) Local Authority
Simon Newham (SN)	Ex-Officio Foundation	Jo Plummer (JP) Foundation
Michael Snell (MS)	Co-opted	Kevin Plummer (KP) Co-opted
Bronya Szatkowska (BS)	Co-opted	
Kirsty Tomblin (KT)	Parent	
In Attendance: -		
Julie Edwards (JE)	Associate	
<i>(Joined the meeting at 6:15 pm)</i>		
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 to be prepared.</p> <p>The meeting opened with a prayer.</p> <p>The Chair welcomed everyone to the meeting.</p> <p>Apologies were received and accepted from Marie Macey-Dare, Lucy Ladd, Michael Harris, Kevin Plummer and Jo Plummer.</p>	

2.	Declaration of Business and Pecuniary Interests There were no declarations of business or pecuniary interests declared relevant to the agenda.	
3.	Minutes of Last FGB Meeting – 27 April 2022 The minutes of the FGB on 27 April 2022 were an accurate record of the meeting and were approved by the Chair. AP3: Chair to sign the FGB Minutes – 27 April 2022 on GovernorHub. AP4: Clerk to send Winchester Diocese approved copy of the finalised minutes – 27 April 2022. Completed.	Chair Clerk

	Action Points – FGB 27 April 2022	Who
1.	Pre-School Presentation to be uploaded to the website. Hardcopy without the pictures to be uploaded.	HT
2.	Pre-School presentation to be uploaded to GovernorHub. Hardcopy without the pictures to be uploaded.	Clerk
3.	Chair to sign the FGB Minutes – 7 February 2022 on GovernorHub. Completed	Chair
4.	Clerk to send Winchester Diocese approved copy of the finalised minutes – 7 February 2022. Completed	Clerk
5.	Agenda item – Summer 2 end of Academic year – number of exit interviews completed and points arising Completed	Clerk
6.	Agenda item – July FGB – Strategic Plan rag rate review. Completed	Clerk
7.	Strategic Plan – BM to review how the Plan can be translated in a way that is more pupil friendly. To be discussed with the new School Council in the Autumn term. Carried forward	BM
8.	Informal reflection of SIP - Summer term. Date to be identified Chair/HT? A meeting has taken place. The new SIP will be discussed at the Autumn 1 FGB.	Chair/HT
9.	BM will speak to the School Council and get some quotes for the prospectus.	BM/BS
10.	BS to send the HT the invoice to join Friends of Brockenhurst.	BS

11.	Assessment presentation (L&A Committee) – HT to send to Clerk for distribution.	HT/Clerk
12.	MFL learning walk – Link Governor to liaise with the HT.	KT/HT
13.	LL to conduct the music learning walk.	LL
14.	Geography/History learning walk – MH to liaise with the HT and Alana.	MH/HT
15.	HT, JE and BM to feedback to the staff the Governors thanks for their hardwork over the last week of term which was very challenging.	HT/JE/BM
16.	Link Governor Gap – PSHE – Agenda item next FGB	Clerk
17.	Clerk to issue the GovernorHub Healthcheck to Governors. Completed.	Clerk
18.	Governance Structures – Review of structures and feedback to FGB.	HT/VW/KP/MS
19.	Chair to write a formal letter on behalf of the Governors raising their concerns to HCC re Sway Road. <u>Completed</u>	Chair
20.	HT to arrange an informal meeting date to consider and review the White Paper and to have an information discussion about Ofsted. <u>Completed</u>	HT

4.

Head Teacher's Report

4.1 Pre-School

4.2 Current challenges and celebrations

The HT Report was circulated prior to the meeting.

The HT advised that he is now able to give the Governors an update on the data on the last page with National comparisons and the Year 6 SATS. The update will link to SIP 2.2. The new data has been uploaded and circulated to GovernorHub.

The HT gave the Governors an update for vulnerable children attendance.

Pupil Premium	Autumn 1	93.95%	School	95.7%
Pupil Premium	Autumn 2	91.89%	School	94.9%
Pupil Premium	Spring 1	92.37%	School	95.4%

Pupil Premium	Spring 2	93.3%	School	96.1%
Pupil Premium	Summer 1	93.27%	School	95.1%

The HT advised that the absences were mainly due to covid and holidays. There has not been much sickness.

Q: Is there any evidence that it is the same children? Does this persist from year to year? Are the children underperforming?

Within Pupil Premium there is evidence it is the same children. Persistent absentees have been offered places at breakfast club to help families with attendance.

It does persist with some families' year to year. The option is to refer to Hampshire. When children miss a lot of school, they are vulnerable and generally underperforming. Breakfast club has made a significant impact on some families.

It is important that Governors monitor and understand the impact that attendance has on the children's learning.

Q: Child Protection/Children in Need – the school are at a higher level of cases. Is this an impact of covid?

The HT updated the Governors. The higher level was not due to the impact of covid.

Q: Are the school getting the right multi-Agency support for the children?

At the Child Protection level, the school are getting the right support. The level of support for the Child in Need case varies which is not always ideal. The school is working with the support workers to provide consistency and that is working well.

Q: Why is there a problem recruiting 1:1 staff?

It is difficult to recruit due to the salary. This is a National problem. Teaching Assistants are so valuable to the school. All jobs that are offered are permanent and this has made a difference.

Q: What are the findings of Chris Cheal, HIAS?

The findings were excellent. A mock deep dive in reading was conducted. Six children were surveyed out of 610. Feedback from a few children was that they didn't enjoy reading. This will be monitored by Governors with the English Lead.

AP5: Reading – Governors to monitor feedback from children with the English Lead.

Governors said it was positive to see the risk factors included in the Report.

Q: Maths – what is the evidence that the money spent on interventions are making an impact on the slower learners?

There is a variety of evidence. The children who have received interventions, year by year, the gaps are closing. By reviewing the data, you can see who have passed their SATS. There is hard evidence but also conversations between staff about the children who have started to show more confidence in certain areas of maths.

There was a data drop on Tuesday 5 July 2022.

Year 6	ARE	SATs	National	GDS	SATs	2019
Reading	81%	85%	74%	35%	42%	73%
Writing	81%		69%			78%
Maths	81%	85%	71%	27%	35%	79%
Science	77%		79%			83%
Overall in Reading, Writing and Maths	73%	77%	59%			
SPAG	69%		72%	31%		

The Governors said Well done to the Year 6 team the results are excellent. The data is very helpful.

The science is slightly lower. This is because the way science is assessed is based on the level of coverage. During covid not all aspects of science was covered. It takes 2 years to complete the curriculum.

Q: The results were very positive. What would they look like if the Pupil Premium pupils were taken out?

A full analysis will be ready for Autumn 1.

JE joined the meeting at 6:15 pm

Year 4 Times Table	20-25	15-25
	42%	70%

Year 2 Teacher Asst	ARE	National	GDS	National
Reading	73%	67%	23%	18%
Writing	70%	68%	10%	8%
Maths	73%	68%	24%	15%
Overall in Reading, Writing and Maths	63%	53%		

When all data is known, in the Autumn, a Hampshire comparison will be available.

Year 2 Phonics	6 pupils retested
	50%

For the children who did not pass their phonics test in Year 2 interventions will be looked at and reviewed.

Year 1 Phonics	26 pupils tested	National
	54%	75%

Interventions are already in place for the children who did not pass.

EYFS	GLD	National
	53%	65%
Fine Motor and Writing	Boys 40% Girls 67%	

The school and Governors were very aware of the year groups that required significant monitoring.

Summer Fayre

A meeting was held with the PTA to discuss the summer fayre and came to the conclusion that the level of external support would be under pressure to pull it together as it was generally the same people. A decision was made to plan an event next year.

5.

Strategic Planning

5.1 Review of progress on strategic plan

It was agreed as this was the last meeting of the academic year time would be spent reviewing the strategic plan that was put in place for this year. Governors talked in depth at the last meeting about the ambition 1 - **To be the destination school of choice, recognised as offering outstanding provision by all.**

2. To build community partnerships which enhance the life of the school and pre-school.

A working party looked at ambition 2. A list of community groups was made that they wanted to meet and talk to progress that.

Positive meetings have been held with community groups. Woodpeckers have visited the school and will be visiting again next week.

	<p>A meeting has been held with Brockenhurst Business Association (BBA) and a programme for members of the business community to come and talk to year 6 is being planned. There will be 10/12 sessions on Friday afternoons at 2 pm in the Autumn term where different success stories and business people will talk to Year 6.</p> <p>A meeting with a parent who has expertise and an interest in equality issues was held and work is planned re gender equality. It is important the children feel there are no limits to what you can do in life as long as you have an idea and passion.</p> <p>A discussion was held with the college re supporting the school with training for Level 2 and Level 3 TAs, using the facilities and bringing in a language specialist.</p> <p>3. Our children are prepared and equipped for the next stages in their lives. The Learning Values are embedded in the day-to-day life of the school and pre-school. This is on-going. Skills base curriculum development in line with increasing knowledge. Track outcomes of pupils who have moved on – process not in place currently.</p> <p>4.To form strong partnerships with other schools and education providers. The HT has mentioned New Forest Alliance in his HT Report. This is where good collaboration and dialogue have been taken to the next level. The church is looking at providing a youth worker across the parish who will link with all the schools in the Paris. The NFA will enable Subject Leaders to work together and share best practice across the 4 schools. Collaboration between the 4 schools will be further developed over the academic year 22/23.</p> <p>The Chair thanked the HT and the other HTs for moving forward in a very positive way. Feedback has been received from staff who feel that it will provide opportunities to be able to share with others.</p> <p>5. To enhance the physical environment of the school and the visibility of the provision. The school and pre-school are routed together. The Pre-School Link Governor has completed her visit and seen the positive development and how it is working. The Pre-School manager, Leesa, attends staff meetings which works well.</p> <p>Two children in Year 5 help at the Pre-School every Friday lunchtime which is positive.</p>	
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	<p>Overall progress has been made in the ambitions that were set. However, there is still work to be done.</p> <p>5.2 Review of Governance structures The Chair and the Chairs of Committees held a meeting to discuss governance structure.</p> <p>The Chairs all agreed that the Governing Body should give consideration to moving towards a corporate governance model by not having committees but a single Governing Body as there are clearly efficiencies.</p> <p>The FGB will be provided with more information and research about a flat structure. The Chairs Network meeting was held recently where flat structures were discussed and will be discussed going forward.</p> <p>AP6: Clerk to forward FGB information about flat structures for Governing Boards. Completed. AP7: Governance Structure – Agenda item FGB next meeting</p> <p>5.3 Governance Action Plan – review and next steps</p> <ol style="list-style-type: none"> 1. Further develop communication and work with parents/carers so that their views are part of the development of the school and pre-school 2. Develop a 3-5 year strategic vision for the school and pre-school 3. Develop further links with the wider community and ensure a positive image of the school is promoted within the local area <p>The Governing Board Action Plan has been updated. The next steps will be to renew it with more emphasis on the direction of travel as a Governing Body. Governors approved the Chair update the plan.</p> <p>AP8: Chair to review and update the Governance Action Plan – Agenda item FGB Autumn 1.</p>	<p>Clerk</p> <p>Clerk</p> <p>Chair</p>
6.	<p>Safeguarding Plan 2021/22 update</p> <p>The plan was discussed at the L&A Committee.</p> <p>The Plan has been updated. The Chair advised that 2 new activities have been introduced following the work around safeguarding. To complete a deep dive into cases and a safeguarding walk. The proposal was that the new activities are included in the 2022/23 Plan.</p>	
7.	<p>Committees</p> <p>7.1 L&A Committee meeting – 4 July 2022</p>	

	<ul style="list-style-type: none">• Parent Survey (38 responses received) - reviewed and recommendations taken forward.• Discussion about wellbeing.• Discussed Governors being more visible. Some staff know the Governors well and others do not. The staff really appreciated the BBQ. A lot of Governors attended. A lot of positive comments from staff received.• Governor annual report – recommended that a report be completed, including response to parent survey. It will be issued in September, to include the new parents, to include what the Governors have achieved the year before. <p>AP9: Governor annual report to be issued in September.</p> <p>7.2 Resource Committee meeting No meeting held (18 May 2022) since last FGB.</p> <p>7.3 HTPM – Monday 20 June 2022</p> <p>The targets were reviewed that were set for this year. The LLP will attend the next meeting in October when new targets will be set.</p>	Chair						
8.	<p>Staff Wellbeing</p> <p>Transition is happening over the next 2 weeks. All information has been shared between staff regarding pupils.</p> <p>A lot of fun events are taking place across the school and the children are really enjoying it. Feedback has been positive from parents. Staff are generally tired but positive.</p>							
9.	<p>Exit Interviews</p> <p>Governors conduct the exit interviews with staff. A brief report has been issued to the Governors. Following the meetings there were some suggestions for the leadership team.</p> <p>The staff were all very positive about the time they had had at Brockenhurst. The staff were very supportive of each other, they had been very happy and the children were lovely.</p>							
10.	<p>Agree Inset Days</p> <table><tr><td>1 September 2022</td><td>Science - HIAS</td></tr><tr><td>2 September 2022</td><td>Safeguarding/Phonics and reading</td></tr><tr><td>3 January 2023</td><td>Inspirational - New Forest Alliance</td></tr></table>	1 September 2022	Science - HIAS	2 September 2022	Safeguarding/Phonics and reading	3 January 2023	Inspirational - New Forest Alliance	
1 September 2022	Science - HIAS							
2 September 2022	Safeguarding/Phonics and reading							
3 January 2023	Inspirational - New Forest Alliance							

	31 March 2023	Curriculum Impact - NFA	
	5 June 2023	Impact - NFA	
	The FGB Approved the Inset Days.		
11.	<p>Governor Matters</p> <p>11.1 Governing Board Healthcheck</p> <p>The Healthcheck is completed annually. Not as many responses were received from Governors (7).</p> <p>There were no strongly disagrees.</p> <p>Disagree was a single response to -</p> <p>5. Governors/Trustees have agreed high expectations of behaviour and conduct which are described by published principles and policies for behaviour. The pupils are aware of expectations and this is reflected in their conduct, attendance and punctuality. (Behaviour & Attitudes)</p> <p>6. We have seen evidence that teachers in our school(s) present subject matter clearly, promoting appropriate discussion about the subject matter they are teaching. They check learners' understanding systematically, identify misconceptions accurately and provide clear, direct feedback. In doing so, they respond and adapt their teaching as necessary, without unnecessarily elaborate or differentiated approaches. (QE Implementation)</p> <p>10. We know that learners' attitudes to their education or training are positive. They know how to study effectively and are resilient to setbacks and take pride in their achievements. The relationships among learners and staff reflect a positive and respectful culture. Leaders, teachers and learners create an environment where bullying, peer-on-peer abuse or discrimination are not tolerated. (Behaviour & Attitudes)</p> <p>12. We have a clear and current vision and strategy which will deliver high quality education and training for all our learners. Our strategy is realised through strong shared values across the leadership team, up-to-date policies and plans which lead to good practice in the classroom and beyond. (Leadership & Management).</p> <p>All respondents strongly agreed that question 11 was carried out.</p> <p>11. We carry out our statutory duties as governors and ensure that our school/academy/college fulfils all statutory duties including safeguarding, equality, 'Prevent' strategy and complies with relevant codes of conduct /</p>		

	<p>guidelines including SEND provision and financial controls. We know that safeguarding is effective. (Leadership & Management).</p> <p>11.2 Governor Link Visits/Governor roles and responsibilities next academic year At the first meeting of the academic year the roles and responsibilities will be allocated. The Chair thanked everybody for their commitment over the year. The FGB thanked the Chair for her hard work and for effectively leading the FGB.</p> <p>AP10: Roles and responsibilities new academic year – Agenda item next FGB - Governors to advise the Chair if they would like to change.</p> <p>11.3 Individual governor annual review meetings The Chair will meet with each individual governor for their annual review discussion.</p> <p>11.4 Governor Training and WGBT in September WGBT training booked - Governors and Ofsted – Tuesday 20 September 2022 at 5 pm.</p> <p>Weston Governor Forum – 6 June 2022 – Brian Pope – Assistant Director presented to Governors. The focus was on the SEND green paper and the white paper which have been circulated to the FGB.</p> <p>Safeguarding – Sue Savory – link available on the school website.</p> <p>NGA seminar – focus on SEND green paper.</p> <p>AP11: NGA seminar - Chair to send slides to Clerk to upload to GovernorHub.</p> <p>Chairs Network meeting – 30 June 2022 – Governor Services reminded Governors that there are over 20 modules of e-learning available.</p> <p>15 children have completed Cyber Ambassador training which was delivered by the police and crime office. The children will deliver the training to their classes. There is a lot of information. When the slides have been received, they will be shared with the Governors.</p> <p>AP12: Cyber Ambassador training to be delivered to FGB. JE to advise date.</p> <p>11.5 Governor feedback from any other meetings ECO fair – Saturday 9 July 2022 – art exhibitions will be displayed that the children have done</p> <p>11.6 Governor meetings new academic year</p>	<p>All</p> <p>Chair</p> <p>JE</p> <p>Clerk</p>
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	AP13: New academic year – meeting dates to be circulated to the FGB for approval. Completed	
12.	Health and Safety (Verbal Update) 10.1 Site Walk <ul style="list-style-type: none"> • Year 1 floor – the temporary work that was completed will be carried out as a permanent job in the summer holiday. • KS2 carpet will be fixed. • Conversion in the hall to make Badgers Rest will happen before or during the summer. • Year R wall – a review will be made of the wall. • Track – should be completed next week. The materials have been sourced. Governors asked for their thanks to be given to David. 	
13.	Documents and Policies for Approval There were no policies for review or approval.	
14.	Correspondence No correspondence has been received.	
15.	Items to Consult/Inform Parents <ul style="list-style-type: none"> • A4 informing sheet to parents in September 	
16.	Any Other Business <ul style="list-style-type: none"> • Sports Day 7 July 2022 – All Governors welcome. • Leavers Service – Wednesday 20 July 2022 – St Saviours Church at 11 am • KS2 production – Monday 11th July and Wednesday 13th July. 	
17.	Dates for future meetings FGB Wednesday 14 September 2022 – 5:30 pm Learning & Achievement Committee Monday 10 October – 16:30 pm HTPM Wednesday 12 October 2022 at 8:30 am	

	Finance and Resources Committee Wednesday 9 November 2022 – 8:30 am	
18.	Impact Statement <ul style="list-style-type: none"> • SATs results – impact on children and forward journey. • Reviewed Strategic Plan. • Reviewed Governance Plan. • Reviewed Safeguarding Plan. • Wellbeing – staff and children. 	
	The Chair thanked everyone for attending and wished them a very good summer. The meeting ended at 7:30 pm.	

	Action Points – FGB 6 July 2022	Who
1.	Pre-School Presentation to be uploaded to the website. Hardcopy without the pictures to be uploaded.	HT
2.	Pre-School presentation to be uploaded to GovernorHub. Hardcopy without the pictures to be uploaded.	Clerk
3.	Chair to sign the FGB Minutes – 27 April 2022 on GovernorHub.	Chair
4.	Clerk to send Winchester Diocese approved copy of the finalised minutes– 7 February 2022. Completed	Clerk
5.	Reading – Governors to monitor feedback from children with the English Lead.	JP
6.	Clerk to forward FGB information about flat structures for Governing Boards. Completed.	Clerk
7.	Governance Structure – Agenda item FGB next meeting	Clerk
8.	Chair to review and update the Governance Action Plan – Agenda item FGB Autumn 1.	Chair
9.	Governor annual report to be issued in September.	Chair

10.	Roles and responsibilities new academic year – Agenda item next FGB - Governors to advise the Chair if they would like to change.	All
11.	NGA seminar - Chair to send slides to Clerk to upload to GovernorHub.	Chair
12.	Cyber Ambassador training to be delivered to FGB. JE to advise date.	JE
13.	New academic year – meeting dates to be circulated to the FGB for approval. Completed	Clerk

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

2022/23	Presentation
Autumn 1	Science/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	Lucy Ladd
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	
Learning and Achievement John Littlewood Julie Edwards Joanna Plummer Lucy Ladd Beth Martin Simon Newham Michael Snell (Chair) Kirsty Tomblin Vicky Wales Tracy O'Connor (Clerk)	Finance and Resources Committee John Littlewood Michael Harris Kevin Plummer (Chair) Marie Macey-Dare Vicky Wales Bronya Szatkowska Tracy O'Connor (Clerk)
Headteacher Performance Management John Littlewood Vicky Wales Kevin Plummer Michael Snell Tracy O'Connor (Clerk)	Pay Committee John Littlewood Michael Harris Kevin Plummer Vicky Wales

MINUTES APPROVED

Signature

Name (PRINT)

Position

Date