



Brockenhurst Church of England Primary School And Pre-School

Full Governor Board Meeting

On Wednesday 14 September 2022 at 5.30 pm

MINUTES

<p><u>Present:</u> Vicky Wales (VW) Foundation (Chair) John Littlewood (J Li) Headteacher Michael Harris (MH) Local Authority Jo Plummer (JP) Foundation Kevin Plummer (KP) Co-opted Michael Snell (MS) Co-opted Bronya Szatkowska (BS) Co-opted Kirsty Tomblin (KT) Parent</p> <p>In Attendance: - Julie Edwards (JE) Associate Tracy O'Connor LA Clerk</p>	<p><u>Apologies</u> Lucy Ladd (LL) Parent Marie Macey-Dare (M M-D) Co-opted Beth Martin (BM) Staff Simon Newham (SN) Ex-Officio Foundation</p>
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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. The Governing Board held 2 minutes silence for the passing of HM Queen Elizabeth II.</p> <p>The Chair welcomed everyone to the meeting.</p> <p>Apologies were received and accepted from Lucy Ladd, Marie Macey-Dare, Beth Martin and Simon Newham.</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 2022/23 academic year.</p> <p>The Governors discussed the nominations and both appointments were unanimously agreed by the FGB for the new academic year 2022/23.</p> <p>FGB Chair – Vicky Wales – Nominated by Michael Snell Seconded by Jo Plummer</p> <p>Vice Chair –Kevin Plummer – Nominated by Vicky Wales Seconded by Michael Harris</p>	
3.	<p>Declaration of Business and Pecuniary Interests</p> <p>There were no declarations of business or pecuniary interests declared relevant to the agenda.</p> <p>Governors were reminded that all meetings were confidential and the minutes were a record of the meeting which are made available on the school website.</p> <p>The FGB have agreed that they are a strategic group and that they have agreed that they are prepared to challenge each other when discussions are too operational.</p> <p>Governors were reminded if there were any changes to ensure the register of interests, for new academic year, was updated on GovernorHub.</p>	
4.	<p>Minutes of Last FGB Meeting – 6 July 2022</p> <p>The minutes of the FGB on 6 July 2022 were an accurate record of the meeting and were approved by the Chair.</p> <p>AP1: Chair to sign the FGB Minutes – 6 July 2022 on GovernorHub.</p> <p>AP2: Clerk to send Winchester Diocese approved copy of the finalised minutes – 6 July 2022. Completed.</p>	<p>Chair</p> <p>Clerk</p>

	Action Points – FGB 6 July 2022	Who
1.	<p>Pre-School Presentation to be uploaded to the website. Hardcopy without the pictures to be uploaded. Completed</p>	HT
2.	<p>Pre-School presentation to be uploaded to GovernorHub. Hardcopy without the pictures to be uploaded. Completed</p>	Clerk

3.	Chair to sign the FGB Minutes – 27 April 2022 on GovernorHub. Completed	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. 14 Sept 2022 update – ongoing.	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. 14 Sept 2022 update - Thanks was given to the Governors who helped with the construction of the letter and to Shelley who issued it to parents. There has been no feedback from parents to date. Governors will follow up.	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. Completed	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

5.	<p>Presentation – Safeguarding update 2022/23</p> <p>The Safeguarding presentation has been uploaded and circulated to all Governors on GovernorHub.</p> <p>Keeping Children Safe in Education is revised annually by the DfE. Schools, colleges and Governors must have regard to it when carrying out their duties to safeguard and promote the welfare of children.</p> <p>The Governors were made aware of their responsibilities and the changes made to KCSiE 2022.</p>	
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<p>AP3: All Governors to read and confirm that they have read and understand KCSiE 2022. (Governors to confirm on GovernorHub – Declarations tab.</p> <p>Safeguarding e-learning is available on the Hampshire County Council website and The Key. Resources are available.</p> <p>Key changes were highlighted.</p> <p>Domestic Abuse has been added to the list of safeguarding issues that all staff should be aware of and the impact it has on children.</p> <p>Q: If the police receive a report is that passed on to the schools? All reports are sent to the relevant school Headteacher.</p> <p>Online safety-Governing Bodies should regularly review the effectiveness of school filters and monitoring systems.</p> <p>Schools should regularly reinforce the importance of children being safe online with their parents/carers.</p> <p>Q: How can Governors review the effectiveness of keeping children safe online in school? A filter package has been purchased from Harraps and filters are in place on all computers which children access in school. Discussions are held with children in school about accessing the internet safely. The children flag to the teacher if there is something inappropriate on screens in school and this is addressed. It is difficult to monitor what children have access to at home. The school regularly update the school website with parental guidance.</p> <p>Safer Recruitment- cvs should only be accepted alongside a completed application form. Online searches should be considered for all shortlisted candidates.</p> <p>Q: Are online searches carried out for shortlisted candidates? Online searches have been carried out for all shortlisted candidates for some time.</p> <p>Q: What data/key information supports our understanding of safeguarding in our school and pre-school? Q: What evidence do we as governors have that our school has appropriate safeguarding policies in place?</p> <ul style="list-style-type: none"> • CPOMs is used by all staff for recording concerns and a deep dive into cases is now part of the annual safeguarding plan. 	<p>All</p>
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	<ul style="list-style-type: none"> • Safeguarding is a standard agenda item on all FGB meetings and the annual safeguarding plan is regularly monitored. • Safeguarding appears automatically on access to the website. • Governors ask questions when speaking to the children as part of their monitoring duties. • Learning walks are conducted and there is now an annual safeguarding learning walk. • Pupil Voice. • Posters are displayed advising who to contact re Safeguarding with photographs identifying school safeguarding leads. • Staff Survey • Parent Survey • Complaints process • HT reports include a Safeguarding update and liaison with other agencies • Child Protection/ safeguarding policies • ELSA/nurture provision is reported regularly to Governors • Attendance data is reported to Governors. • H&S site visits <p>Q: If a serious Safeguarding incident arose would the Governing Body be informed?</p> <p>The Chair of Governors would discuss the incident with the HT. The Chair would cascade on a need-to-know basis to the Governors eg. if there was press involvement.</p> <p>It is important that Governors understand that some groups of children are potentially at greater risk of harm.</p> <p>Q: For families who have chosen to electively be home educated (EHE) once that decision has been made it is their responsibility to liaise with County?</p> <p>The County Council will monitor the education provision of those who are home educated once they are taken off the school role. Safeguarding is everybody's business. It's our business.</p>	
6.	<p>Head Teacher's Report (verbal)</p> <p>6.1 Start of term in School and Pre-School to include how new staff have settled in</p> <p>Number on Roll is 234 which includes the Pre-School. The Number on Roll excluding Pre-School is 205. The entry to Year R is 21 who joined in September.</p> <p>Q: How confident are the school that within the next 2 terms the Number on Roll gap (5) to 210 will be made up?</p>	

It is anticipated that the 9 spaces in Year R will take a couple of years to fill based on trajectory of previous year groups. The predictions for the following years are low due to the low birth rate nationally. The school will be ensuring they market positively.

Two new staff were appointed in the summer to the Pre-School to allow for the additional 2-year-olds.

New teachers have joined in Year 1 and in Year 3. All new staff have settled in very well. Induction was completed before the summer to ensure a smooth handover. They also attended the Inset Days to ensure they received a good opportunity to get to know the school.

At the Inset Day Safeguarding updates were completed. The second Inset Day focused on science and the new phonics scheme. JE completed specific SEN intervention work with the Teaching Assistants.

Q: Governors observed that the children achieved very well in their maths and English but the science SATs were slightly below. Is this why there was a focus on the Inset Day?

The science results were 2% below the national average. The children had not covered the full curriculum due to covid and there were gaps in their learning which accounts for the data being below the national average. The Inset Day was planned in advance and was part of a rolling programme. Assessment was looked at, the pedagogy of science, how to plan and removing barriers.

Q: Do we have any staff who have a science degree?

There is not a member of staff who has a science degree.

Governors were updated that there is one Child Protection and three Children in Need cases. All have been reviewed within the last week and are ongoing. All of the cases are complex. The school have put everything in place to support that they can.

6.2 Current challenges and celebrations

An admission appeal has been received which involves a lot of work and the head attending the appeal in person.

Recruiting staff has been a challenge to ensure the right staff are appointed and the school and pre-school are fully staffed.

Celebrations

The Year 6 residential trip has gone ahead to Swanage which has gone very well so far.

The Pre-School is running extremely well and are looking to recruit a 5th member of staff due to the increase in numbers. This is a huge celebration that the Pre-School are pro-actively growing the numbers.

The Forest School has fully started and is working very well.

Badgers Rest was run during the holiday. There was a mean average of 14 during the sessions which is fantastic and indicates a clear need for the provision.

Over the summer the new 180m long red running track, situated on the school field, was completed. Nine circuits are equivalent to 1 mile.

6.3 School Improvement plan 22/23

The SIP 2022/23 had been shared with the Governors prior to the meeting.

Based on the evaluation, priorities and following discussion with staff on areas that have been successful and challenging the LMT drafted all the key points under the criteria to ensure that areas that needed further development have been added.

Effectiveness of Leadership and Management Leadership Team IMPROVEMENT 1

1.3 Establish NFLA (New Forest Learning Alliance) – a collaborative working model of local schools

The 4 schools met yesterday to start looking at declarations of trust and collaboration. A lot of shared CPD and elements is including looking at ELSA and the vulnerable. There is the same issue of having a bottom 20% and various issues. Staff will complete Elklan training and staff will be able to work together. This will develop positive collaboration across the schools.

Outcomes for Children and Learners IMPROVEMENT 2

Quality of Teaching Learning and Assessment IMPROVEMENT 3

Personal Development, Behaviour and Welfare (Spiritual, Moral, Social, Cultural) IMPROVEMENT 4

	<p>2. Develop business links through engaging with pupils and showing them what future roles are out there –raising aspirations This has started. There will be 6 to 10 sessions. Children will visit places of employment to see how they operates.</p> <p>3. Provide 6 weeks Forest School outdoor learning experience for all pupils This half term years 1, 2 and 3 will attend Forest School and in the Spring years 4, 5 and 6.</p> <p>There is no longer a need for there to be a focus on integrating separation of the Pre-school with the school which was a major focus last year as this has now been achieved. The integration and establishment have been achieved which is really positive.</p> <p>The FGB reviewed and supported the SIP 2022/23.</p>	
7.	<p>Strategic Planning</p> <p>7.1 Review of Governance structures</p> <p>Papers were circulated prior to the meeting for the Governors to review. The Chair had met with other local Chairs of Governors who had moved from Committees to Flat Structures.</p> <p>Each Governor was given the opportunity to discuss their views. What did they see as the advantages or challenges?</p> <p>Following a discussion and review of the documents, the Governors unanimously voted to move to a Flat Structure from this meeting.</p> <p>Governors agreed that future meetings would start at 4:30 am and be held in the Clubhouse. The structure would be reviewed in June 2023.</p> <p>AP4: Clerk to issue the Flat Structure meeting timetable and to update GovernorHub. Completed</p> <p>AP5: Clerk to advise HCC the change of structure and provide the revised meeting timetable. Completed</p> <p>7.2 Governance Action Plan – review 21/22 and new plan for 22/23</p> <p>There were two outstanding items from the 2021/21 Action Plan. The Action Plan has been updated.</p> <ul style="list-style-type: none"> • Governor to develop work with volunteers to be appointed and support a being a volunteer at Brockenhurst CE Primary school and Pre-School pack being put in place 	Clerk Clerk

	<ul style="list-style-type: none"> • Governors to promote Ofsted parent view <p>2022/23 The Action Plan for 2022/23 has been built on last years. Governors observed that it was an extremely strategic Action Plan.</p> <p>Priority 1 Further develop parent/carer involvement in their child's learning and school/ pre-school</p> <p>Priority 2 Review governance structure and implement any changes agreed.</p> <p>Priority 3 Continue to develop the wider community and ensure a positive image of the school/pre-school is promoted within the local area</p> <p>The Chair highlighted to governors the role of governance within the New Forest Alliance. Governors will look forward and explore new ways of working with other schools through the New Forest Alliance.</p>	
8.	<p>Safeguarding</p> <p>8.1 Read and confirm KCSiE 2022 on GovernorHub. Discussed under item 5</p> <p>8.2 Complete Safeguarding Audit by 30 September 2022 The Audit has been completed and has been uploaded to GovernorHub</p> <p>8.3 Safeguarding Plan 21/22-for information The Plan was updated.</p> <p>8.4 Safeguarding Plan 22/23 The Plan has 2 new areas included – deep dive (CPOMs) and the Safeguarding learning walk.</p> <p>The Annual safeguarding Audit identified the need to ensure both the Pupil and Staff survey contain questions regarding safeguarding.</p>	
9.	<p>Staff Wellbeing</p> <p>The staff really enjoyed the Governors joining them and the excellent lunch that was provided at the Inset Day. It was a lovely opportunity for everyone to get together. The Governors thanked Jo and Kevin Plummer.</p>	

	<p>The 2 new members of teaching staff are being fully supported. The teachers are both on courses and are discussing their next steps and development plans which is excellent.</p>	
10.	<p>Governor Matters</p> <p>10.1 Governor link visits and governor roles and responsibilities next academic year</p> <p>Roles and responsibilities were allocated. (See end of Minutes). AP6: Clerk to update GovernorHub – roles and responsibilities. Completed</p> <p>10.2 Governing Body Healthcheck report (for information) Governors were provided the report prior to the meeting for information.</p> <p>10.3 Feedback from individual Governor Review Meetings Summer 2022 (report attached)</p> <p>Individual review meetings were held. The Chair and Governors said the individual meetings were very useful and informative.</p> <ul style="list-style-type: none"> • Continue to plan agendas which highlight items for note, discussion and allow further time for governor debate. • Move towards governors preparing questions prior to the meetings to enable more focused debate. • A specific slot on the agenda where parent governors highlight any current issues from parents that need to be considered. <p>AP7: Parent Governor feedback – standard agenda item.</p> <ul style="list-style-type: none"> • Where there is data to be shared this to be sent out in good time prior to the meeting allowing governors time to prepare any questions. <p>Themes for further development</p> <ul style="list-style-type: none"> • Continuing to support the school/pre-school with involving and communicating with parents • Ensuring all stakeholders understand and support the strategic vision for the school and pre-school. • Governors being clear about the difficult issues and challenges for the school/pre-school are working on. • Implementing our succession planning policy <p>10.4 Governor Training</p> <ul style="list-style-type: none"> • WGBT training booked - Governors and Ofsted – Tuesday 	<p>Clerk</p> <p>Clerk</p>

	<p>20 September 2022 at 5 pm The Chair and HT had a zoom meeting with the facilitator which was very positive and interesting.</p> <ul style="list-style-type: none"> • Governing Body Training Plan 22/23 (attached) If training occurs please advise the Chair and update GovernorHub. • Annual Governor Conference – 14 October 2022 Governors were encouraged to attend. The Conference will be held face to face. • SEND Support Guidance – webinar 5 October 2022 Governors were encouraged to attend. <p>Training booked</p> <p>Simon Newham – Staff Wellbeing – 23 February 2023</p> <p>10.5 Governor feedback from any other meetings There was no feedback from any other meetings.</p>	
11.	<p>Health and Safety (Verbal Update)</p> <p>11.1 Site Walk</p> <p>The Pre-School room for the 2-year-olds now has a different door, a sink with hot and cold water. The rooms have now been unified. A raised garden is now able to be developed. The rooms are now comparable which is positive.</p> <p>The running track has now been completed.</p> <p>The fencing, near to the oak tree, has been reinstated.</p> <p>In year 1 there was a gap in the wall. There was a problem with the skirting board and Hampshire historic buildings department were involved. The floor has now been reinstated to a high standard with a new carpet in the classroom.</p> <p>There were no accidents to report.</p> <p>11.2 Training No training has been undertaken.</p> <p>11.3 Approve Plan for Off site visits The plans were approved for off site visits.</p>	

12.	<p>Documents and Policies for Approval</p> <p>12.1 Agree/GB Code of Conduct (contained in our Governor Handbook 21/22) The Governor Handbook will be reviewed following the move to a flat structure. The Code of Conduct will remain the same.</p> <p>12.2 Adopt HCC Governors Good Practice Guide – Approved by FGB</p> <p>12.3 Confirm adoption of Manual of Personnel Practice (MOPP) – Approved by FGB</p> <p>12.4 Review Pay Policy – awaited</p> <p>12.5 Review Performance Management Policy- awaited</p> <p>12.6 Child Protection Policy - awaited – the current policy is maintained until the revised policy is received. There is no break in service.</p> <p>12.7 Dogs in School insurance – The HT confirmed that the insurance has been paid and the school is covered.</p>	
13.	<p>Correspondence No correspondence has been received.</p>	
14.	<p>Items to Consult/Inform Parents New governance structure – include in Newsletter School signs – 20 mph ordered</p>	
15.	<p>Any Other Business</p> <p>Governors previously discussed Hampshire’s consultation on the 20 mph speed limits and went forward to be considered. Hampshire have advised that the work to replace the school signs with advisory 20 mph and flashing school lights has been ordered and is with the contractor. No date for installation is known. Governors said this was very good news.</p> <p>Michael Harris has made the decision to resign from his governor role. The Governors wanted to thank Michael for his contribution and for all his hard work. Michael thanked the Governors. Michael has confirmed that he will continue to support the school.</p> <p>There is now a vacancy in the role as LA governor. It was proposed that KP take on this role and the Chair write to Keith Mans to inform him of this change.</p>	

	AP8: LA Governor vacancy – Chair to write to Keith Mans to propose KP to take on the role. Completed	Chair
16.	<p>Dates for future meetings</p> <p>FGB – meetings start at 4:30 pm Monday 10 October 2022 Monday 7 November 2022 Monday 5 December 2022 Monday 9 January 2023 Monday 6 February 2023 Monday 13 March 2023 Monday 8 May 2023 Monday 12 June 2023 Monday 10 July 2023</p> <p>HTPM – meetings start at 8:30 am Wednesday 12 October 2022 Wednesday 1 February 2023 Wednesday 28 June 2023</p>	
18.	<p>Impact Statement</p> <ul style="list-style-type: none"> • Changed structure so Governors will be even more effective and focused. • Safeguarding presentation and update • School Improvement Plan 2022/23 – supported the strategy for going forward. 	
	<p>The Chair thanked everyone for attending.</p> <p>The meeting ended at 7:30pm.</p>	

	Action Points – FGB 14 September 2022	Who
1.	Chair to sign the FGB Minutes – 6 July 2022 on GovernorHub.	
2.	Clerk to send Winchester Diocese approved copy of the finalised minutes– 6 July 2022. Completed	Clerk
3.	All Governors to read and confirm that they have read and understand KCSiE 2022. Governors to confirm on GovernorHub – Declarations tab.	All

4.	Clerk to issue the Flat Structure meeting timetable and to update GovernorHub. Completed	Clerk
5.	Clerk to advise HCC the change of structure and provide the revised meeting timetable. Completed	Clerk
6.	Clerk to update GovernorHub – roles and responsibilities. Completed	Clerk
7.	Parent Governor feedback – standard agenda item.	Clerk
8.	LA Governor vacancy – Chair to write to Keith Mans to propose KP to take on the role. Completed	Chair

Roles and Responsibilities

Area	Governor
Art/DT	Bronya Szatkowska
English	Jo Plummer
Humanities (Geography/History)	Lucy Ladd
Maths	Kirsty Tomblin
Modern Foreign Languages	Kirsty Tomblin
Music	Vicky Wales
RE	Jo Plummer
Relationship and Sex Education	Simon Newham
Science	Simon Newham
Sport	Bronya Szatkowska
Community and Business	Bronya Szatkowska
Data Protection	Kevin Plummer
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/Jo Plummer
SEND	Michael Snell/Kirsty Tomblin
Staff Wellbeing	Simon Newham/Jo Plummer/Beth Martin
Volunteers and Volunteering	Lucy Ladd

Committees	
Headteacher Performance Management	Pay Committee

John Littlewood Vicky Wales Simon Newham (from Nov) Kevin Plummer Michael Snell (to Nov) Tracy O'Connor (Clerk)	John Littlewood Jo Plummer Kevin Plummer Vicky Wales
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MINUTES APPROVED

Signature

Name (PRINT)

Position

Date