



Brockenhurst Church of England Primary School And Pre-School

Full Governor Board Meeting

On Monday 7 November 2022 at 4.30 pm

MINUTES

<u>Present:</u> Vicky Wales (VW) Foundation (Chair) John Littlewood (J Li) Headteacher Lucy Ladd (LL) Parent Marie Macey-Dare (M M-D) Co-opted Beth Martin (BM) Staff Jo Plummer (JP) Foundation Kevin Plummer (KP) Local Authority Michael Snell (MS) Co-opted Bronya Szatkowska (BS) Co-opted - left <i>the meeting at 6:30 pm</i> Kirsty Tomblin (KT) Parent In Attendance: - Julie Edwards (JE) Associate Tracy O'Connor LA Clerk	<u>Apologies</u> Simon Newham (SN) Ex-Officio Foundation
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The meeting was Quorate throughout and commenced at 4:30 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 to be prepared. The meeting opened with a prayer. The Chair welcomed everyone to the meeting. Apologies were received and accepted from Simon Newham.	

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 –10 October 2022 The minutes of the FGB on 10 October 2022 were an accurate record of the meeting and were approved by the Chair. AP1: Chair to sign the FGB Minutes – 10 October 2022 on GovernorHub. Completed AP2: Clerk to send Winchester Diocese approved copy of the finalised minutes –10 October 2022. Completed.	Chair Clerk

	Action Points – FGB 10 October 2022	Who
1.	Chair to sign the FGB Minutes – 14 September 2022 on GovernorHub. Completed	Chair
2.	Clerk to send Winchester Diocese approved copy of the finalised minutes– 14 September 2022. Completed	Clerk
3.	All Governors to read and confirm that they have read and understand KCSiE 2022 and Prevent 2022. Governors to confirm on GovernorHub – Declarations tab. Carried forward from last meeting Clerk to issue emails to Governors who need to complete Prevent and KCSiE.	All
4.	Pupil conference – JE/BM to discuss changing for PE with year 5 and year 6. At the previous meeting a long discussion was held discussing changing and points that had been raised by parents. The HT has held discussions with the parents. Action point carried forward.	JE/BM
5.	HT to consider options to resolve the issue following consultation with staff and children. This then to be communicated to year 5 and 6 parents. Completed	HT
6.	SIP 2022/23 – SEND – HT to adapt wording – include opportunity cost. Completed	HT
7.	Behaviour policy –Staff will review the policy and obtain pupil input. Following review policy to go to FGB and then to parents. BM to feedback to FGB December meeting.	BM
8.	BM, JP, VW and KT to form a working group to prepare for some pupil conferencing.	BM/JP/VW/KT

9.	Parent emails to staff - A reminder will be issued to parents and will be put on the website and on the newsletter. Completed	HT
10.	Ofsted Ready file - Governors were encouraged to upload and record informal observations that they may have seen.	All
11.	Stairgate – to be changed HT office. H&S issue. A new stairgate will be ordered.	HT
12.	First Aid policy to be uploaded to website. Completed	HT
13.	All policies to be amended and sent to Clerk on completion to upload to GovernorHub. All policies amended. Carried forward	HT
14.	Clerk to send FGB link to what schools should have on their website link. KP has completed a review of the website. Completed https://www.gov.uk/guidance/what-maintained-schools-must-publish-online	Clerk
15.	HC3S – HT will speak with other schools to review. Discussed at item 4 (HT Report)	HT

4.	<p>Head Teacher's Report (written)</p> <p>All Governors confirmed they had had an opportunity to read the report.</p> <p>Current challenges and celebrations</p> <p>Attendance It was highlighted to the Governors that the year 6 attendance is lower this term, the majority due to one child, who has unauthorised absences.</p> <p>When comparing the whole year to last year the school are averaging 95.2%. All of the unauthorised absences are due to holidays. Fines have been issued in line with the guidance. Everything is done to try and increase attendance.</p> <p>Q: Is there anything that Governors can do to support attendance? The attendance issues are (80%) due to holidays in term time. The school continue to follow policies and guidance. Governors are clear about the actions that are being taken by the school.</p> <p>Q: Would it be too controversial to authorise holidays and have a generic work pack?</p>	
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	<p>This would go completely against the Hampshire guidance as it is supporting the absence.</p> <p>Staffing The HT confirmed that there are now sufficient applicants that are being interviewed for the Pre-School post due to increased numbers.</p> <p>HC3S</p> <p>The HT and Chair have met and will continue to have ongoing dialogue with HC3S to discuss quality, provision and regularity of food to ensure that children are not going hungry. Regular reviews are being made. There is now salad, fruit, bread available to enhance the offer. Children are offered seconds to reduce the wastage. The HT and Chair have a meeting arranged with the Regional Head of HC3S to discuss the provision.</p> <p>The price of school meals have increased which does have an impact on families.</p> <p>AP8: HT/Chair to feedback and provide options following the meeting with the Area Coordinator, HC3S.</p> <p>Q: HC3S – Quality and quantity of food. Miss-feeding of special diets? Children with a special diet complete their requests online. There have been 2 miss feeds from wrong food being given at lunch – both incidents have been investigated and the HT and Chair have had a meeting with staff from HC3S. Procedures have been changed and checks are being made. The cooks have received retraining from HCC to ensure they follow the guidance.</p> <p>Parent view – when do we request responses? Parents evening has been held and the new children have settled in. It was proposed to raise parent awareness and to review in January.</p> <p>AP9: Parent view – HT to raise parent awareness in the Newsletters and Governors to review responses in January.</p> <p>Greener Brockenhurst Greener Brockenhurst visited worship to share the environmental message and invite children to form an eco-committee.</p> <p>Q: Has there been any take up from the children to form an eco-committee? There has been a lot of positive enthusiasm and a lot of children want to be an eco-representative. It will be encouraged to involve as many children as possible.</p>	<p>HT/VW</p> <p>HT</p>
5.	Strategic Planning	

	<p>5.1 Review strategic ambition 3 Our children are prepared and equipped for the next stage in their lives</p> <p>Governors will know this has been achieved by:</p> <ul style="list-style-type: none"> • Our Christian and learning values are embedded in the day to day life of the School and Pre-School. • Our skills based curriculum developed in line with increasing knowledge is delivered across all ages and phases. • We can track the outcomes of our pupils who have moved on from us. <p>Governors discussed the progress and what has been put in place to achieve strategic ambition 3.</p> <p>The vocational curriculum is adequately represented in everything that the school does. The school ensures there is value in every subject. The curriculum is as broad and balanced as it possibly can be to prepare the children and to build foundations in all subjects.</p> <p>In preparation for school readiness the school are excelling and working very well with the Pre-School.</p> <p>Q: How to Governors know it is in place?</p> <ul style="list-style-type: none"> • Presentations • Governor Link Visits • Learning walks • Book reviews • Governors will see evidence of the children making progress and showing what they know <p>The year 6 career sessions that have been introduced have been extremely valuable. The children have had their eyes opened to so many different careers. It will be positive to continue this every year going forward.</p> <p>Q: How has the alumni tracking progressed? A lot of shout outs have been made to try and find people who had attended Brockenhurst School. This will be given more focus and BS/Chair will look at case studies. AP10: Alumni tracking - BS/VW to look at case studies.</p> <p>5.2 Pupil Participation - feedback to children re survey Governors and school council</p>	<p>BS/VW</p>
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	<p>Summaries were sent to the teachers and they will be asked to share the outcomes and what the next steps will be with their classes. A working group will be formed to speak with the children.</p> <p>AP11: Pupil survey – BM to ask teachers to share outcomes and next steps with the children. Governor involvement to be considered.</p> <p>The school council has been reformed for this academic year. One meeting has been held.</p> <p>Q: What is the role of Governors with the school council?</p> <p>Previously Governors have attended meetings and have spoken with the Council to get their feedback. Interviewing Governors will start again.</p> <p>AP12: School Council to be advised that they would be very welcome to attend the Governing Body meeting to give their views and their aims.</p>	BM																								
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6.	<p>Budget and Finance</p> <p>All documents were circulated to the Governors prior to the meeting for review.</p> <p>6.1 Approve revised budget by 30 November</p> <p>The HT explained the key points. There are two budgets – one for the Pre-School and one for the school. Each budget operates separate and are independently verified.</p> <p>Pre-school budget</p> <p>On the Pre-School budget there is a figure for each area which is a proportion of the main school. This is based on numbers.</p> <p>The Assistants figure increases significantly because another member of staff is being appointed from January 2023.</p> <table><tr><td>Pre-School</td><td>2022/23</td><td>2023/24</td><td>2024/25</td></tr><tr><td>Total Income Revenue</td><td>145,000</td><td>146,450</td><td>147,915</td></tr><tr><td>Total Expenditure Revenue</td><td>123,826</td><td>152,727</td><td>159,080</td></tr></table> <table><tr><td>In year surplus (deficit)</td><td>21,174</td><td>(6,277)</td><td>(11,165)</td></tr><tr><td>Surplus/(deficit) brought forward</td><td>0</td><td>21,174</td><td>14,897</td></tr><tr><td>Cumulative surplus/(deficit) brought forward</td><td>21,174</td><td>14,897</td><td>3,732</td></tr></table>	Pre-School	2022/23	2023/24	2024/25	Total Income Revenue	145,000	146,450	147,915	Total Expenditure Revenue	123,826	152,727	159,080	In year surplus (deficit)	21,174	(6,277)	(11,165)	Surplus/(deficit) brought forward	0	21,174	14,897	Cumulative surplus/(deficit) brought forward	21,174	14,897	3,732	
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School budget

The Numbers on Roll change slightly. The figures drop in the third year. This is because the year R figure intake is predicted to be low.

2022/23 207

2023/24 207

2024/25 204

The biggest increase on the budget are salaries. All areas have been given a pay rise. The teacher pay rise is averaged at 5.4%. This has had a significant impact on the budget. No funding has been received from the DfE for the pay rises.

Q: Supply teaching staff – are the school using supply staff?

When a member of staff is off for sickness or attending a course they are covered by other members of staff. Supply staff are not used.

The insurance is applicable if a member of staff is off for more than 10 days.

Gas and electricity - The gas and electricity have increased significantly. No funding is received to cover the increase.

Q: Is any relief given from central Government?

Hampshire buy their energy from Laser. They buy it 5 years in advance. The HT advised that David has been researching areas where savings could be made. The school are doing everything that they can to make savings.

School	2022/23	2023/24	2024/25
Total Income Revenue	1,181,536	1,176,245	1,165,907
Total Expenditure Revenue	1,207,432	1,254,823	1,285,709

In year surplus (deficit)	(25,896)	(78,578)	(119,802)
Surplus/(deficit) brought forward	102,152	76,256	(2,322)
Cumulative surplus/(deficit) brought forward	76,256	(2,322)	(122,124)

It was highlighted to the Governors that the total income revenue decreases over the years whereas the expenditure increases over the years. On reviewing the previous 5 years the income equalled the expenditure.

	<p>The last 2 years the expenditure exceeded the income, but because there was a surplus, it was not a major concern.</p> <p>Sports funding has not been included in the 3-year budget. The funding is added at budget revision when it has been received.</p> <p>The Governing Body acknowledged that they need to be strategic in how they look at the finances. If there are not changes within the next year the financial plan will need to be reconsidered. Most of the expenditure items have already been reduced as much as possible over the years.</p> <p>The Governing Body approved the budgets for the Pre-school and school.</p> <p>The Governing Body is aware of the future deficits as shown and will take action to address them if income does not increase to reflect the increase costs in staffing and fuel.</p> <p>6.2 Benchmarking (using Hampshire Benchmarking tool)</p> <p>The Benchmarking tool allows the school to compare themselves with other Hampshire maintained schools based on similar size and locality. It provides planning checks for the Governors and can be used to support the school when reviewing their financial efficiency.</p> <p>It was observed that the self-generated income was almost double the County average which was extremely positive. This has been an area of focus and it was asked that everyone who was involved should be thanked.</p> <p>AP13: Self-generated income – thanks to be given to all who were involved.</p> <p>On review the school is very comparable to other similar local schools.</p> <p>Capital Spend</p> <p>The KS2 carpet was previously discussed and it was flagged as a potential Health and Safety hazard. A meeting has been held and quotes have been received. The carpet will be replaced in January which will remove the Health and Safety hazard. This will leave £4,342 (four thousand three hundred and forty-two) in reserve.</p>	HT
7.	<p>Safeguarding Plan 2022/23</p> <p>The audit has been completed and attendance has been discussed previously in the meeting.</p>	

	<p>AP14: Safeguarding Plan – updated plan agenda item December meeting.</p> <p>AP15: Meeting to be arranged with MMD to look at the Single Central Register.</p>	<p>VW</p> <p>VW</p>
8.	<p>Staff Wellbeing</p> <p>The HT said from his perspective staff are positive and pull together. No issues were raised by staff governors regarding staff well being.</p> <p>Q: At the previous meeting it was discussed that there was an issue with the number of emails that members of staff receive from parents at weekends and after school hours. Has there been any feedback from parents following the reminder included in the Newsletter to parents?</p> <p>No comments or feedback have been received.</p> <p>Governors are aware that it is a really busy time in school for the staff. If there is anything that the staff would like their support with please let them know.</p> <p>AP16: BM to issue a reminder to staff if there is anything that staff would like support or help with to let the Governors know.</p>	<p>BM</p>
9.	<p>Pay Committee Report</p> <p>The Pay Committee met to discuss and ensure the Pay Policy is up to date, the Performance Management process for staff is rigorous and fair and the appropriate pay awards are allocated.</p> <p>The HT explained the Performance Management process to the Pay Committee, before he went through the process, as there was a new member to the Committee.</p> <p>As part of the process the HT meets all staff 3 times a year. At the first meeting objectives are set and agreed. One objective is personal and the others are professional. These are set against standards. During the course of the year the HT will discuss and decide if they have not achieved, met or exceeded their targets. Anonymised reports are reviewed with the Committee. Based on that report a decision is made on the pay award or if additional action is required.</p> <p>The Committee fully agreed the process and agreed the pay recommendations that were proposed.</p> <p>Q: How often does the Pay Committee meet?</p>	

	<p>The Committee meet once a year. This meeting was focused on the teachers' pay. A similar structure meeting will be held in December to discuss non-teaching staff.</p> <p>The Pay Committee also reported on the HT Performance Management. A Performance Management meeting was held with the LLP, Debbie Allen. The Committee agreed that he had met his targets for last year. New targets have been set for this year and were shared with the Governors.</p>	
10.	<p>Governor Matters</p> <p>10.1 Governor handbook 2022/23</p> <p>Governors confirmed and approved that they had read the Governors Handbook that had been updated for 2022/23.</p> <p>10.2 Governor Link Visits</p> <p>Thank you to the Governors who have managed to complete their Governor Link Visit for this term. Outstanding visits for this term to be arranged.</p> <p>A gap has been identified in the music subject lead and curriculum map. This is due to the school sub-contracting Hampshire to deliver the service. The HT is temporarily taking the lead for music and is addressing the issues raised. Both IT and music need subject leaders identified which will be raised within staff performance management.</p> <p>AP17: Governor link visits for this term to be arranged.</p> <p>History/Geography – LL Art/Sport – BS RE – JP Languages – KT Pupil Voice – KT</p> <p>10.3 Governor Training</p> <p>Training Attended</p> <p>Local Governor Forum – 12 October 2022 - VW – Newsletters was discussed. It was suggested that 'Why I became a Governor' be included.</p> <p>Annual Conference – 14 October 2022 – VW – The Conference was excellent. The Key Note speaker was Liz Cross, Connectives who was very inspiring. The focus was school ethos, culture and values. There was a lot of sharing with other schools. The HT from Winnall School discussed working</p>	LL/BS/ JP/KT

	<p>with parents. 'Take the door to the parents' instead of 'open door policy'. There was a big focus on Pupil Voice and pupils from Brighton Hill and Langridge Primary School attended. Governors were described as 'Positive Disruptors!'</p> <p>The Key have new Safeguarding e-learning which is available to Governors.</p> <p>The Church have appointed a Child and Family Support worker, Mel Osborne, to work across the 3 schools across the Benefice. She is paid by the Church to do a day in school every week. She is very keen and is looking forward to meeting everyone. Mel takes up her role on 6 December 2022.</p>	
11.	<p>Health and Safety (Verbal Update)</p> <p>11.1 Site Walk A full site walk will be completed in November.</p>	
12.	<p>Parent Governor Feedback</p> <p>There was nothing to report that has been raised by parents and should be reported to Governors.</p>	
13.	<p>Documents and Policies for review and approval</p> <p>Pay Policy – The Pay Policy has been amended and reviewed. The Governors Approved the policy.</p>	
14.	<p>Correspondence</p> <p>No correspondence has been received.</p>	
15.	<p>Items to Consult/Inform Parents</p> <p>January Newsletter – advise parents about the Child and Family Support worker, Mel Osborne in future newsletter.</p> <p>HC3S – inform parents that the school are addressing any issues and HC3S are responding to the requests. The HT has raised in assembly.</p>	
16.	<p>Parent Presentation – Equality</p> <p>The Chair welcomed the parent to the meeting and Governor introductions were made. The Chair outlined the role and 3 main functions of the Governing Body -</p> <ul style="list-style-type: none"> Ensuring clarity of vision, ethos and strategic direction; 	

	<ul style="list-style-type: none"> • Holding leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff; and • Overseeing the financial performance of the organisation and making sure its money is well spent. <p>Thanks were given for the paper that was prepared which had been issued to the Governors in advance of the meeting.</p> <p>The parent presented their paper and Governors were invited to ask questions.</p> <p>Please see confidential minutes.</p> <p>AP19: Chair to thank the parent for her presentation and to provide feedback.</p>	
17.	<p>Any Other Business</p> <p>Mike Snell has made the decision to resign as a Governor. The Governors thanked Mike for his valued support and contribution over the years. He will be missed. Mike said that it had been a privilege to work and support the school over the years.</p>	
18.	<p>Dates for future meetings</p> <p>FGB – meetings start at 4:30 pm Monday 5 December 2022 Monday 9 January 2023 – Autumn term data 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 1 February 2023 Wednesday 28 June 2023</p>	
18.	<p>Impact Statement</p> <ul style="list-style-type: none"> • Considered strategic financial planning. • Considered gender equality. • Benchmarking. • Pupil participation. 	

	The Chair thanked everyone for attending and for their valued contribution. The meeting ended at 7:00 pm.	
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6.	Stairgate – to be changed HT office. New stairgate to be ordered.	HT
7.	All policies to be amended and sent to Clerk on completion to upload to GovernorHub. All policies amended. Carried forward	HT
8.	HT/VW to feedback and provide options following the meeting with the Area Coordinator, HC3S.	HT/VW
9.	Parent view – HT to raise awareness in the Newsletter and Governors to review responses in January.	HT
10.	Alumni tracking - BS/VW to look at case studies	BS/VW
11.	Pupil survey – BM to ask teachers to share outcomes and next steps with the children. Governor involvement to be considered.	BM

12.	School Council to be advised that they would be very welcome to attend the Governing Body meeting to give their views and their aims.	BM
13.	Self-generated income – thanks to be given to all who were involved.	HT
14.	Safeguarding Plan – updated plan agenda item December meeting.	VW
15.	Meeting to be arranged with MMD to look at the Single Central Register.	VW
16.	BM to issue a reminder to staff if there is anything staff would like support or help with to let the Governors know.	BM
17.	Governor link visits to be arranged. History/Geography – LL Art/Sport – BS RE – JP Languages – KT Pupil Voice – KT	LL/BS/JP/KT
18.	Chair to write to the parent thanking her for her presentation.	VW
19.	Chair to thank the parent for her presentation and to provide feedback.	VW/HT

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	Kirsty Tomblin
Staff Wellbeing	Simon Newham/Jo Plummer/Beth Martin
Volunteers and Volunteering	Lucy Ladd

Committees	
Headteacher Performance Management John Littlewood Vicky Wales Simon Newham Kevin Plummer Tracy O'Connor (Clerk)	Pay Committee John Littlewood Jo Plummer Kevin Plummer Vicky Wales

MINUTES APPROVED

Signature

Name (PRINT)

Position

Date