



Brockenhurst Church of England Primary School And Pre-School

Full Governor Board Meeting

On Monday 5 December 2022 at 4.30 pm

MINUTES

<p><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 Simon Newham (SN) Ex-Officio Foundation Jo Plummer (JP) Foundation Kevin Plummer (KP) Local Authority Bronya Szatkowska (BS) Co-opted Kirsty Tomblin (KT) Parent</p> <p>In Attendance: - Helen Erdbeer – DT Subject Lead Clare Morris – Art Subject Lead Julie Edwards (JE) Associate Tracy O'Connor LA Clerk</p>	<p><u>Apologies</u></p>
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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.

<p>Curriculum Presentations</p> <p>DT – Helen Erdbeer Art – Clare Morris</p> <p>The Presentations were circulated to the Governors on GovernorHub.</p> <p>Design and Technology</p> <p>Design and Technology aims to -</p>	
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- Develop the creative, technical and practical expertise needed to perform everyday tasks confidently and to participate successfully in an increasingly technological world.
- Build and apply a repertoire of knowledge, understanding and skills in order to design and make high-quality prototypes and products for a wide range of users.
- Critique, evaluate and test their ideas and products and the work of others.
- Understand and apply the principles of nutrition and learn how to cook.

So far –

- Reviewed the D&T provision in the school.
- Given training to staff to support their understanding in D&T and improve the quality of D&T teaching and learning in the classroom.
- Collated a scheme of work across all year groups in KS1 and KS2 that reflects the National Curriculum requirements and consists of units of work that cover the programmes of study.
- Created a whole school long term plan.
- Ensured consistent approaches throughout the school.
- Developed collaboration between year groups and through key stages, to ensure balance, breadth, continuity and progression.
- Adapted the school's framework for assessing, recording and reporting children's progress, and shared this with the staff.

The National Curriculum for D&T is divided into 5 key areas –

- Design
- Make
- Evaluate
- Technical knowledge
- Food and nutrition

EYFS - How does D&T fit in?

- EYFS framework clearly identifies and strengthens the role of design and technology.
- D&T is specifically named in the area of learning 'Expressive Arts and Design'.
- D&T makes an important contribution to children's development in all areas of learning.

The D&T Lead advised the stages that are followed in KS1 and KS2 - design, make, evaluate and technical knowledge. The plans unpick all of the different stages to enable teachers to teach a succinct sequence.

This half term year 4 will be completing their cooking and nutrition unit. After Christmas and into spring the other year groups will be completing the unit. The school kitchen will be used. The children will also be cooking outside which they enjoy.

The Governors were shown books where they could clearly see the progression. Governors could see the learning journey.

Next steps -

- Monitor children's actual experience of D&T, not just what is planned for them.
- Observe D&T in classrooms other than my own and monitor work produced by the pupils.
- Assist staff in planning D&T experiences for their classes (suggesting activities or help plan units of work).
- Continue to provide guidance, and work alongside staff.
- If necessary, arrange appropriate CPD for staff in areas of D&T.
- Develop and maintain teacher and student resources, including identifying resource requirements.
- Identify areas for improvement.
- Develop computer programming and design.
- Invite people from the design and technology industry to come and talk to the children.

Q: How much curriculum time is given for D&T?

3 half terms a year is the minimum. The DT Lead explained the structure. It is approximately 30 hours a year.

It has been identified that children have not had the same opportunities due to covid and this has had an impact on DT. When the children returned to school there were other priorities. Children missed out on the DT curriculum.

Q: Is there anything that the Governors could help with?

Curriculum trips are very important for DT. Resourcing is a concern and having enough working equipment to be able to teach the subject fully.

Q: How does the marking of the books tie in with other subjects for example English?

Each lesson has a learning objective. The learning objectives link into the assessment grid. The books are marked with the children and the learning objectives are discussed.

ART

Art History

	<ul style="list-style-type: none"> • Planning support with Jayne Stillman (Art Advisory Teacher for HIAS). • Whole school long term plan for Art completed • INSET for all staff • Learning Journeys implemented in teaching • Teaching confidence is growing <p>The Learning Journey</p> <ul style="list-style-type: none"> • The theme often linked to other learning taking place • An artist or designer used as the starting point • 5 Facts about the artist • Always includes a drawing and painting element • Other elements of sculpture, collage, printing and textiles included across the year <p>The Governors were shown some of the children’s sketch books from across the school. Governors could clearly see the learning journeys and how the children are progressing and using different skills.</p> <p>This year teachers will be assessing art. Skills are identified. Art is very subjective and it is difficult to assess the skills-based curriculum. Assessment will follow the same process as for other Foundation subjects.</p> <p>Q: Have the school thought about having an artist in residence? That would be very lovely for the children and most welcome.</p> <p>AP1: Artist in residence - SN will speak to colleagues to see if they would be able to visit the school.</p> <p>Q: Is there anything that the Governors would be able to help with? Art is very positive. Art is well resourced and organised. The children have just completed Christmas cards that parents can purchase.</p> <p>During Governor discussions with pupils, the children gave very positive feedback. They were really enthusiastic. The pupils are proud that they know about and can name the artists.</p>	SN
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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>There were no apologies to note.</p>	
2.	<p>Declaration of Business and Pecuniary Interests</p> <p>There were no declarations of business or pecuniary interests declared relevant to the agenda.</p>	
3.	<p>Minutes of Last FGB Meeting –7 November 2022</p> <p>The minutes of the FGB on 7 November 2022 were an accurate record of the meeting and were approved by the Chair.</p> <p>AP2: Chair to sign the FGB Minutes – 7 November 2022 on GovernorHub.</p> <p>AP3: Clerk to send Winchester Diocese approved copy of the finalised minutes –7 November 2022. Completed.</p>	<p>Chair</p> <p>Clerk</p>

	Action Points – FGB 7 November 2022	Who
1.	Chair to sign the FGB Minutes – 10 October 2022 on GovernorHub. Completed	Chair
2.	Clerk to send Winchester Diocese approved copy of the finalised minutes– 10 October 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. Completed Carried forward from last meeting – Clerk to issue emails to Governors	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. 5 December 2022 update – Following discussions with the children in year 5 and year 6 the feedback received was mixed. Some children	JE/BM

	<p>said they liked the idea of changing separately and others said that they did not mind. There was nothing that was raised that caused concern. No child felt very strongly about the changing.</p> <p>Various parents have advised that in some schools on pe days they allow the children to wear their pe clothes. Ofsted encourage the schools to ensure that children wear school uniform and dress appropriately for the lesson that the child is attending. At secondary school children need to change for PE but there are changing rooms available.</p> <p>AP4: Staff to have discussions with children in Year 3 about changing for PE.</p> <p>AP5: PE changing – HT to follow up with parent who had volunteered to explore costings.</p>	<p>HT</p> <p>HT</p>
5.	<p>Behaviour policy –Staff will review the policy and obtain pupil input. Following review policy to go to FGB and then to parents.</p> <p>BM to feedback to FGB December meeting.</p>	BM
6.	<p>Stairgate – to be changed HT office.</p> <p>New stairgate to be ordered.</p>	HT
7.	<p>All policies to be amended and sent to Clerk on completion to upload to GovernorHub. All policies amended. Completed</p>	HT
8.	<p>HT/VW to feedback and provide options following the meeting with the Area Coordinator, HC3S.</p> <p>5 December 2022 update – A meeting was held with HC3S and discussed the issues. Portion size was looked at across the year groups. HC3S was extremely apologetic. There is constant bread, fruit and salad now available. Children are offered seconds to reduce the waste. HC3S are a non-profit organisation. There are other providers available but the school would then be liable for the kitchen and the maintenance. There are a lot of start up costs . HC3S will be visiting the school on Monday 16 January 2023 to do some tasting and to speak with the children to get their feedback. Parents will have an opportunity to have a discussion with HC3S and discuss future menus.</p> <p>AP6: HC3S meeting – Monday 16 January 2023 – Parent Governors to attend.</p>	<p>HT/VW</p> <p>LL/KT</p>
9.	<p>Parent view – HT to raise awareness in the Newsletter and Governors to review responses in January. Completed</p>	HT
10.	<p>Alumni tracking - BS/VW to look at case studies</p> <p>C/Fwd</p>	BS/VW

11.	Pupil survey – BM to ask teachers to share outcomes and next steps with the children. Governor involvement to be considered. Completed	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. Date and time to be arranged. It was suggested that a recording could be made.	BM
13.	Self-generated income – thanks to be given to all who were involved. Completed	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. Completed	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. C/fwd	BM
17.	Governor link visits to be arranged. C/Fwd 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. Completed	VW
19.	Chair to thank the parent for her presentation and to provide feedback. Completed	VW/HT

4.	<p>Head Teacher’s Report (verbal)</p> <p>Current challenges and celebrations</p> <p>Celebrations</p> <p>Pupil numbers have increased. In year transfers are significant. All in year transfers heard about Brockenhurst’s reputation and requested a visit which is very positive.</p> <p>Challenges</p> <p>The time for curriculum is a challenge. The school are tightening up on timings. On-going discussions are held with staff. It is not easy trying to be creative with time.</p>	
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	<p>Attendance</p> <p>Attendance is currently between 94-95%. Penalty Notices are being issued when holidays are taken in term time.</p> <p>The Chair advised that she attended the Attendance briefing that was offered by Hampshire. The focus was clearly on non-attendees. The issue was raised with Hampshire about holidays in term time and their response was that it was not their current focus.</p>	
5.	<p>Strategic Planning</p> <p>5.1 Review strategic ambition 4</p> <p>To form strong partnerships with other schools and education providers</p> <p>Q: Where do Governors think they are with developing strong partnerships with other providers and schools?</p> <ul style="list-style-type: none"> • Working with other primary schools in the area to develop the New Forest Learning Alliance – South Baddesley, William Gilpin and Milford. • Staff held a training day together with the New Forest Learning Alliance schools and are beginning to set networks. • Staff are starting to make links with the New Forest Learning Alliance. • Governors have not had the opportunity to meet but this is being reviewed. • Links with secondary schools. • Develop links with Brockenhurst College. • SENCo circle – attend with other schools. • Curriculum network meetings. • New staff have received training with fellow subject leads. • Sports – New Forest partnership link with other schools. <p>5.2 Review progress of Governance Action Plan 2022/23</p> <p>The Governors reviewed the progress of the Governance Action Plan.</p> <p>Further develop parent/carer involvement in their child's learning and school/ pre-school</p> <ul style="list-style-type: none"> • Information sessions – in year R and year 1 • IT Safeguarding • Online Safety • Set up regular meetings with the PTA 	

	<ul style="list-style-type: none"> • Jigsaw PSHE programme – when training completed to be shared with parents. • Reading strategies – to be shared with parents. How to access their books online. • Volunteers – improve links with volunteers and readers. • Governors training – working with parents. <p>Review governance structure and implement any changes agreed.</p> <ul style="list-style-type: none"> • Governors reviewed their meeting structure and implemented a flat structure which is very positive. <p>Continue to develop the wider community and ensure a positive image of the school/pre-school is promoted within the local area</p> <ul style="list-style-type: none"> • Met with Forest Oaks to further develop links. • Football club meeting scheduled for January. • Ideas received through the PTA in terms of positive image – publishing the Jigsaw project. • Regular updates in the Parish magazine. 	
6.	<p>Budget and Finance</p> <p>Next year’s budget is looking healthy due to the increase in pupil numbers. The HT should be in a position to advise the extra funding figures for 2022/23 at the next meeting.</p>	
7.	<p>Pupil Premium and Sport funding</p> <p>The Pupil Premium Statement and the sport funding has been uploaded on the website.</p> <p>Q: Is there additional funding for children from Ukraine? The DfE advised that they were yet to decide on the additional funding. No funding has been received to date.</p> <p>Q: Included in the Pupil Premium Statement it referred to the development of the Sensory Garden? This was about engaging in the planting in the garden. The church and care homes will be encouraged to visit and share stories to encourage a multi-generational approach.</p> <p>Q: Do we continue to offer the wider contribution in terms of school trips and residential? Yes this is continued. The children are encouraged to attend breakfast club. This has been very successful.</p>	

	<p>Schools still do not know how long the sports funding will continue to be received. The school have included the funding in the budget up to Christmas 2023.</p> <p>Q: Is there anything further that is required on the school field? Nothing further is required on the school field. A large piece of apparatus will be going in next week which is positive.</p>	
8.	<p>SIP Curriculum Review</p> <p>The HT provided the Governors with a general overview on phonics and the feedback received following the LLP visit.</p> <p>Assessing has taken place this term. Key interventions have been delivered in year 1, 2 and 3. The HT updated the Governors with the results. Phonics is back on track which is extremely positive.</p> <p>The LLP praised the staff and the fidelity to the schemes.</p> <p>The LLP focused on Early Years and phonics. On moving around the school, the LLP could not identify the SEN and Pupil Premium children. All children were engaged and she could see inclusion. Support was naturally there. The LLP was very impressed and the evidence could be seen.</p> <p>The LLP identified 2 actions –</p> <ul style="list-style-type: none"> To monitor the implementation of the schools chosen phonic programme to ensure it continues to be used with fidelity by all adults. To monitor the progress of pupils with a particular focus on those receiving interventions for phonics. This should lead to improving outcomes in phonics. <p>To ensure the end of the foundation stage further builds upon the strong provision evidenced in the school’s pre-school provision. This will ensure all groups of pupils make stronger progress and foundation stage outcomes improve.</p> <p>The report will be sent to the Governors on receipt. AP11: SIP Curriculum Review LLP report – agenda item January 2023.</p>	Clerk
9.	<p>Safeguarding Plan 2022/23</p> <p>The updated Safeguarding Plan is available on GovernorHub and had been circulated to the Governors.</p>	

	<p>11.2 Governor Training</p> <p>Training Attended</p> <p>Chairs Network Meeting- 17 November 2022 – VW - All outcomes were discussed. The meeting was held virtually and a lot of discussion took place between Chairs. The big issues were budget and SEND, increase in EHCPs. Parent view was discussed. Some schools use parents evening to encourage parents to complete ParentView. Anonymised case studies were discussed. Would staff feel that would be valuable for Governors? AP15: Anonymised case studies. Would staff feel that would be valuable for Governors? Senior leaders to consider using this option.</p> <p>Handling and Resolving Complaints – 22 November 2022 – VW – The Complaints policy requires minor amendment. It needs to have very clear contact details available. Governors should receive an annual report on the number of complaints that are received. This will be provided in the H/T summer term report. AP16: Number of complaints – to be provided in the HT summer term report.</p>	<p>HT</p> <p>HT</p>
12.	<p>Health and Safety (Verbal Update)</p> <p>12.1 Site Walk A full site walk was completed on 1 December 2022 by the HT, David and the H&S Governor. There were no significant concerns. There were a few minor repairs that were identified.</p> <p>The HT advised that the school were high on the priority list for a repaint. The H&S Inspector from Hampshire visited the school last week to complete a buildings and maintenance audit.</p> <p>Electrical appliances are due for Portable Appliance Testing. David will test every appliance and complete the PAT testing.</p>	
13.	<p>Parent Governor Feedback</p> <p>The Parent Governors thanked the HT for announcing the extra-curricular clubs at certain times. It gives everyone an opportunity and was positively received.</p> <p>The cooking club has been extremely popular with the children which is excellent.</p> <p>The provision offered by the school is above and beyond.</p>	
14.	<p>Documents and Policies for review and approval</p>	

	<p>Behaviour policy – All Governors reviewed the policy in advance of the meeting. The policy has been personalised. The policy was shared and good discussions had been held with the staff. Parents will be advised that the policy is available on the website.</p> <p>The Governors Approved the policy.</p>	
15.	<p>Correspondence</p> <p>No correspondence has been received.</p>	
16.	<p>Items to Consult/Inform Parents</p> <p>Behaviour policy – to be shared with parents</p> <p>Residential CPAS (the Church Pastoral Aid Society) in June - to be included in Newsletter. CPAS run summer holiday and easter clubs. They have started a new venture where CPAS partner with schools and run a 2-day residential. They are running a residential at Fernycrofts, Beaulieu. It will be for children in year 4 and 5.</p> <p>The churches in the area have worked together to pay for a School and Family worker. She will start on 6 December 2022.</p>	
17.	<p>Any Other Business</p> <p>There was no any other business.</p>	
18.	<p>Dates for future meetings</p> <p>FGB – meetings start at 4:30 pm 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>	
19.	<p>Impact Statement</p> <ul style="list-style-type: none"> • DT and Art curriculum – impact on the children • Updated the Behaviour Policy • Reviewed the Strategic Ambition for Governing Body 	

	<ul style="list-style-type: none"> • Actions and progress from external LLP • H&S visit 	
	<p>The Chair thanked everyone for attending and for their valued contributions. It has been a very positive term.</p> <p>The meeting ended at 6:30 pm.</p>	

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5.	PE changing – HT to follow up with parent who had volunteered to explore costings.	HT
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7.	Alumni tracking - BS/VW to look at case studies	BS/VW
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10	Governor link visits to be arranged. C/fwd History/Geography – LL Art/Sport – BS RE – JP Languages – KT Pupil Voice – KT	LL/BS/JP/KT

11.	SIP Curriculum Review LLP report – agenda item January 2023.	Clerk
12.	Teacher pay rise - There has been a lot of conversations amongst staff. It was suggested that at the staff meeting it could be discussed as a whole group so that everyone is informed.	HT
13.	HT to thank the staff on behalf of the Governors.	HT
14.	SEND – standard agenda item.	Clerk
15.	Anonymised case studies. Would staff feel that would be valuable for Governors? Senior leaders to consider using this option.	HT
16.	Number of complaints – to be provided in the HT summer term report.	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