



Brockenhurst Church of England Primary School And Pre-School

Full Governor Board Meeting

On Monday 6 February 2023 at 4.30 pm

MINUTES

<p><u>Present:</u> Vicky Wales (VW) Foundation (Chair) John Littlewood (J Li) Headteacher Lucy Ladd (LL) Parent Simon Newham (SN) Ex-Officio Foundation – <i>left the meeting at 6 pm</i> Jo Plummer (JP) Foundation Kevin Plummer (KP) Local Authority Bronya Szatkowska (BS) Co-opted Kirsty Tomblin (KT) Parent</p> <p>In Attendance: - Tracy O'Connor LA Clerk</p>	<p><u>Apologies</u> Marie Macey-Dare (M M-D) Co-opted Beth Martin (BM) Staff Julie Edwards (JE) Associate</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.

		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 from Beth Martin, Marie Macey-Dare and Julie Edwards.</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 – 9 January 2023 The minutes of the FGB on 9 January 2023 were an accurate record of the meeting and were approved by the Chair. AP2: Chair to sign the FGB Minutes – 9 January 2023 on GovernorHub. AP3: Clerk to send Winchester Diocese approved copy of the finalised minutes –9 January 2023. Completed.	Chair Clerk

	Action Points – FGB 9 January 2023	Who
1.	Artist in residence - SN will speak to colleagues to see if they would be able to visit the school. 9 January update – SN has spoken to colleagues who are extremely busy at the moment but may be able to visit at a later date.	
2.	Chair to sign the FGB Minutes – 5 December 2022 on GovernorHub. Completed	Chair
3.	Clerk to send Winchester Diocese approved copy of the finalised minutes– 5 December 2022. Completed	Clerk
4.	SEND cupboard – Chair to assist JE. Ongoing.	JE/Chair
5.	Governors asked that their thanks be given to the team for all of the work that is completed specifically with the vulnerable children. Completed	JE
6.	JE to discuss PE changing with year 5. 6 February 2023 update - The year 5 pupils were surveyed. 12 girls said yes, 3 girls said no. 12 boys said yes and 4 boys said no. Options and costings of ponchos have been explored. Going forward costings will be requested to make 70 ponchos for years 5 and 6. It was suggested that the PTA could be approached. The cost of a poncho will be approximately £3-£5 per child. AP4: Parent to be asked to make up a prototype poncho so that the children/school can see if they will be appropriate.	JE HT
7.	HC3S – 16 January 2023 - Governors were invited to attend the meeting at the end of the day when parents will be attending. 6 February 2023 update - The Governors/HC3S met with the school council and received a presentation from year 6 which they were very impressed with. The children were able to put their views forward and spoke about sustainability, local produce and wastage.	All

	HC3S have agreed that the children could feedback immediately on food quality. Processes have been put in place to feedback. HC3S have agreed to maintain the same cook long term. There will be an increase in bread and salad that is available. Seconds and portion size were also discussed.	
8.	Governor link visits to be arranged. C/fwd History/Geography – LL – completed RE (Rachel Platt) – JP – completed SEN/PP/Maths – KT - completed Languages – KT – to be arranged Sport – BS – to be arranged	LL/JP/KT/BS
9.	Number of complaints – to be provided in the HT summer term report.	HT/Clerk
10.	HT delegate where possible appraisals for non-teaching staff. Governors to review delegation in June.	HT
11.	The Governors asked for their thanks to be given to all non-teaching staff. Completed	HT
12.	HT to include the facilities on the Asset Register. Completed	HT
13.	BS/KT to distribute the Prospectus to Estate Agents.	BS/KT
14.	HT to amend the SIP to include Jigsaw. Completed	HT
15.	HT to provide report on the document to support the data. Completed	HT
16.	LLP report - HT to report back on progress at the beginning of the summer term.	HT
17.	Clerk to submit the Clerking Service Contracted Hours Return to Governor Services. Completed.	Clerk

4.	Head Teacher's Report (verbal) The HT highlighted the current challenges and celebrations. Current challenges and celebrations	
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	<p>School crossing patrol person has been funded by a charity for 4 years and now wish to step away or part fund. The cost is £6,000 (six thousand) a year. The Rotary Club has already been contacted but are unable to support this project although they could be approached for other items. Local groups to be contacted to see if they would be able to help with the sponsoring.</p> <p>AP8: School crossing patrol – community groups to be contacted to see if they would be able to help with the sponsoring.</p> <p>The Chair was pleased to announce that there are now two 20-mph advisory signs to ensure traffic are aware they are approaching a school and slow down.</p> <p>Celebrations</p> <p>During half term the whole school will be painted externally which is very positive. The company supply their own joiners who will deal with any rotting windows. Risk assessments will be completed. The fence panels that are broken will also be replaced.</p> <p>Q: Could the HT advise what is happening with the new building for pre-school ?</p> <p>The electric and flooring is now in place. The carpet is on order. A new member of staff was appointed in January and now some of the children who were on the waiting list can take up sessions at pre-school. The Governors said it was an excellent use of the funding that is ring fenced for the pre-school.</p>	All
5.	<p>Strategic Planning</p> <p>5.1 Review strategic ambition 1</p> <p>To be the destination school of choice, recognised as offering outstanding provision by all.</p> <p>Q: What progress is being made? What is the Governors perspective?</p> <ul style="list-style-type: none"> • The pupil numbers show that the school is moving towards being the destination school. The numbers are currently 207. There is a waiting list of staff who would like to work at the school. • Surveys – staff, parents and pupil surveys have been completed and will be repeated annually. • Current evidence indicates good progress in this area of the strategic plan. <p>Community feedback – Q: How are Governors gauging that feedback is being received from the Community?</p>	

	<ul style="list-style-type: none"> • Woodpeckers/ Forest Oaks • Liaison with businesses • Visitors to the school • Soft information from residents • Participation in village events and feedback <p>Q: How do Governors know what the local Community think of the provision? What should they do?</p> <ul style="list-style-type: none"> • Continue liaison with businesses • More information to be sent to businesses (Prospectuses to be distributed) <p>It was suggested that the year 6 children could prepare a summary to be sent to local businesses following the programme of talks they have participated in.</p> <p>AP9: Year 6 – BM and year 6 children to prepare a summary to be sent to local businesses.</p> <p>A lot of families attend Music and Movement.</p> <p>AP10: Chair to attend Music and Movement.</p> <p>Q: How many parents have responded to ParentView? There have been 5 responses.</p> <p>AP11: Email to be issued with link attached to the survey.</p> <p>5.2 Governance action plan Priority 1 – further develop parent/carers involvement in their child’s learning and school/pre-school</p> <p>Governors have a role in supporting the staff.</p> <p>Q: How involved do you think parent’s feel in their child’s learning? This would vary between parents. There is evidence available – there are a lot of parent helpers who support on a regular basis. There is an active PTA that support the learning. Each class issues a weekly blog to parents.</p> <p>In parents evening if a child is not engaging with homework it will be discussed. The school provide excellent resources that are available to families.</p> <p>Governors are keen to see how they can support the staff with parent/carers engagement.</p> <p>AP12: Feedback from teachers – how many pupils regularly complete homework. What is parent engagement like – do teachers struggle with parent engagement in their children's learning?</p> <p>5.3 Pupil Conferencing</p>	<p>BM</p> <p>Chair</p> <p>HT</p>
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	<p>The Pupil survey was completed. Face to face questions with groups of children were held. The children were engaged, confident and very chatty. It was very positive.</p> <p>Areas that were highlighted will be discussed with the School Council and taken forward by them.</p> <p>The children were able to say what books they were reading and were discussing them with each other. There was a wide range of authors and types of genres. The children were very engaged. Governors valued the opportunity to ask groups of children focused questions and will now make targeted pupil conferencing an annual process.</p> <p>AP13: Pupil conferencing – thank you to the staff and the children involved.</p>	HT
6.	<p>Budget and Finance</p> <p>Review/monitor spending against current budget plan</p> <p>The pupil numbers and funding received for last year were positive.</p> <p>The financial increase in salaries was applied in December and has had a significant impact on the budget. No funding has been received and has had an impact on the carry forward.</p> <p>The school are ensuring that they are generating revenue where they can. The school continue to hire out the facilities. Breakfast and afterschool clubs are run. The numbers attending the Pre-School are as high as they possibly can be which is positive.</p> <p>6.2 Review implications of school census for funding</p> <p>There were 207 children who had school meals on census day.</p> <p>6.3 Review any outstanding invoices not yet paid</p> <p>The office chase outstanding payments. The school do not carry a big debt and chase when invoices have not been submitted.</p> <p>AP14: Budget and Finance papers to be issued to Governors ahead of the FGB meetings.</p>	MMD
7.	<p>SIP Finance Review</p> <p>There are elements of the SIP that are being funded through grants that are received.</p>	

	Some training is received jointly through working with the New Forest Learning Alliance which enables staff to work with a wider group and for training and development costs to be shared.	
8.	<p>SEND</p> <p>The SEND policy was reviewed with the SEND governor (see link visit).</p> <p>The HT advised that the office upstairs has been reorganised to enable the Sendco to manage the workload and information into school to be triaged more proactively.</p>	
9.	<p>Safeguarding</p> <p>AP15: Safeguarding deep dive – date to be arranged.</p> <p>A Safeguarding Audit has been completed as part of the NFLA. The feedback received was very positive - signing in system, children challenge visitors. When the children are outside they are safe. An area identified was that the children refer to all staff as teachers. They do not distinguish between teachers and TAS and view them all as trusted adults. This was triangulated in the responses governors heard in the pupil conferencing.</p> <p>Q: Was there anything that was highlighted for improvement? (John to advise)</p> <p>When the pupil conferencing was completed the children were asked how safe they felt and who they would go to if they did not feel safe. The responses received were very consistent and there were no concerns. All of the children referred to the cyber ambassadors very positively.</p>	HT/ Chair
10.	<p>Staff Wellbeing</p> <p>JE and BM sent their apologies to the meeting. This was because the HT had said that they already had two late nights planned this week due to parents evening and there was a need that they had to prioritise their workload.</p> <p>Staff are trying to manage additional workload. In school there is a lot of sickness and covid. All essential needs are covered.</p> <p>Q: How did school manage over the strike day?</p> <p>Staff notified the Headteacher the Thursday before the strike if they would be taking action. Parents were given a weekend notice which was appreciated. Classes were not covered and provision was available for vulnerable children.</p> <p>The classes that were open were maintained as normal.</p>	

	<p>There has been no feedback received from parents with reference to the provision provided on the day of the strike. The only feedback has been that parents appreciated the notice given.</p> <p>Q: Has there been any impact on staff relationships due to the strike action? The Headteacher was very conscious and ensured that everything was fair for all members of staff.</p> <p>AP16: HT to advise staff that the Governors are very proud that they are working in a professional way in difficult circumstances for all.</p> <p>AP17: HT to thank the teachers on behalf of the Governing Board who notified the HT of their intention to strike when they were not required to.</p> <p>A Staff Wellbeing Governor said that she was concerned how often she drives by and sees staff or their cars at times when they should be at home. The HT asked for details of staff to be highlighted to him. The Governors were reassured that the Headteacher does allow flexible working when appropriate to support them to manage their individual work/life balance. Governors were reassured that he is addressing any concerns regarding work/life balance with individual members of staff. Governors reminded the HT that he too needs to ensure his own work/life balance is manageable and set a good example for staff.</p>	<p>HT</p> <p>HT</p>
11.	<p>Governor Matters</p> <p>11.1 BS - Term of Office ends 25 February 2023</p> <p>Bronya Szatkowska has made the difficult decision to step down from being a Co-opt Governor when her Term of Office ends. Bronya has a lot of outside commitments and needs to prioritise. Having had a long relationship with the school she would like to continue to be involved and will do what she can.</p> <p>The Governors thanked Bronya for her commitment to the school. She has made a significant impact to the school and the children.</p> <p>11.2 Governor Link Visits</p> <p>Governors were reminded to include the Pre-School when they complete their learning walks.</p> <p>11.3 Schools Financial Value Standard (SFVS) Submit completed and approved SFVS to local authority no later than 31 March 2023</p> <p>AP18: Schools Financial Value Standard (SFVS) - KP to arrange a date to meet with MMD. Agenda item next meeting.</p>	<p>KP</p>

	<p>11.4 Governor Training</p> <p>The Understanding the Primary Curriculum slides had been circulated to the Governors on GovernorHub. Governors were encouraged to look at the slides.</p> <p>The Chair attended the Chair's workshop – soft skills and people management on 25 January 2023.</p> <p>The Development and Training guide 2023/24 has been issued and is available in the training folder on GovernorHub.</p> <p>11.5 Governor feedback from any other meetings</p> <p>Mel, Children and Family Youth Worker, is now actively involved with the school and will start child led assemblies on Wednesdays after half term. A thank you noticeboard has been put up by the hall. Mel has worked in the sensory area and is working with the gardening club to create a spiritual corner.</p>	
12.	<p>Health and Safety (Verbal Update)</p> <p>12.1 Site Walk</p> <p>A full site walk was completed to look at the painting work that is to be carried out during half term.</p>	
13.	<p>Parent Governor Feedback</p> <p>The year 6 children are really enthralled with the Forest School. They are really enjoying it.</p> <p>AP19: Forest School - Governors were encouraged to link with Caroline Jones, TA and take the opportunity to have a look at the Forest School. (Monday, Tuesday and Wednesday afternoon – 1:30 pm – 3 pm).</p>	All
14.	<p>Documents and Policies for review and approval</p> <ul style="list-style-type: none"> • FOI publication scheme • Lettings policy • Governor succession planning <p>The Governors Approved the policies.</p>	

15.	Correspondence An email has been received which the HT is dealing with. The HT has now responded in full within the timeframes.	
16.	Items to Consult/Inform Parents There were no items to consult/inform parents. <i>SN left the meeting at 6 pm.</i>	
17.	Any Other Business There was no Any Other Business.	
18.	Dates for future meetings FGB – meetings start at 4:30 pm Monday 13 March 2023 Monday 8 May 2023 Monday 12 June 2023 Monday 10 July 2023 HTPM – meetings start at 8:30 am Wednesday 28 June 2023	
19.	Half yearly Impact Statement <ul style="list-style-type: none"> • Established Forest School for all year groups • Reviewed progress of Strategic Plan • Ensured there is a balanced budget • H&S – 20 mph now in place • Site facilities-running track • Improvements to outside of school • Prospectus being distributed • Programme for year 6 established – community links • Presentations for individual subject areas • Completed deep dive of subjects through link visits • Monitoring Safeguarding Action Plan • Listened to children’s views about food and have acted on it • Followed up concerns about issue raised by Hampshire adviser regarding reading • Supported the new role of children and family youth worker • Supported involvement in New Forest Learning Alliance and received regular updates on impact 	

	<ul style="list-style-type: none"> Followed up with Hampshire County Council and New Forest District Council need for 20mph advisory signs 	
	<p>The Chair thanked everyone for attending and for their valued contributions.</p> <p>The meeting ended at 6:35 pm.</p>	

	Action Points – FGB 6 February 2023	Who
1.	Chair to sign the FGB Minutes – 9 January 2023 on GovernorHub.	Chair
2.	Clerk to send Winchester Diocese approved copy of the finalised minutes– 9 January 2023. Completed	Clerk
3.	SEND cupboard – Chair to assist JE.	JE/Chair
4.	Parent will be asked to make up a prototype poncho so that the children/school can see if they will be appropriate.	HT
5.	Governor link visits to be arranged. C/fwd Languages – KT – to be arranged Sport – BS – to be arranged	KT/BS
6.	HT delegate where possible appraisals for non-teaching staff. Governors to review delegation in June.	HT/All
7.	LLP report - HT to report back on progress at the beginning of the summer term.	HT/Clerk
8.	School crossing patrol – community groups to be contacted to see if they would be able to help with the sponsoring.	All
9.	Year 6 – BM and year 6 children to prepare a summary to be sent to local businesses	BM
10.	Chair to attend Music and Movement.	Chair
11.	Email to be issued with the link attached to the survey.	HT

12.	Feedback from teachers – how many pupils regularly complete homework. What is parent engagement like – do teachers struggle with parent engagement?	HT
13.	Pupil conferencing – thank you to the staff and the children involved.	HT
14.	Budget and Finance papers to be issued to Governors ahead of the FGB meetings.	MMD/HT
15.	Safeguarding deep dive – date to be arranged.	HT/Chair
16.	HT to advise staff that the Governors are very proud that they are working in a professional way when in difficult times.	HT
17.	HT to thank the teachers on behalf of the Governing Board who notified the HT of their intention to strike when they were not required to.	HT
18.	Schools Financial Value Standard (SFVS) - KP to arrange a date to meet with MMD. Agenda item next meeting.	KP/MMD
19.	Forest School - Governors were encouraged to link with Caroline Jones, TA and take the opportunity to have a look at the Forest School. (Monday, Tuesday and Wednesday afternoon – 1:30 pm – 3 pm).	All

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