



Brockenhurst Church of England Primary School And Pre-School

Full Governor Board Meeting

On Monday 24 April 2023 at 4.30 pm

MINUTES

<p>Present: Vicky Wales (VW) Foundation (Chair) John Littlewood (J Li) Headteacher Denis Dooley (DD) Co-opted 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</p> <p>In Attendance: - Julie Edwards (JE) Associate Tracy O'Connor LA Clerk</p>	<p>Apologies Simon Newham (SN) Ex-Officio Foundation Kirsty Tomblin (KT) Parent</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 and accepted from Simon Newham and Kirsty Tomblin.</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 – 13 March 2023</p> <p>The minutes of the FGB on 13 March 2023 were an accurate record of the meeting and were approved by the Chair.</p> <p>AP2: Chair to sign the FGB Minutes – 13 March 2023 on GovernorHub.</p> <p>AP3: Clerk to send Winchester Diocese approved copy of the finalised minutes – 13 March 2023. Completed.</p>	Chair Clerk
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	Action Points – FGB 13 March 2023	Who
1.	<p>Local History – Governors to explore further – Anzac, Friends of Brockenhurst, John Purkiss and links to local historians. Links to be sent to the History Lead.</p> <p>AP1: Anzac- VW to discuss with the Royal British Legion.</p> <p>AP2: Summer 2 – invite John Purkiss to speak to the children.</p> <p>Children to prepare questions in advance.</p>	All
2.	<p>Chair to sign the FGB Minutes – 6 February 2023 on GovernorHub.</p> <p>Completed</p>	Chair
3.	<p>Clerk to send Winchester Diocese approved copy of the finalised minutes– 6 February 2023. Completed</p>	Clerk
4.	<p>Governor link visits to be arranged. C/fwd</p> <p>Languages – KT – Completed</p> <p>Sport – VW – date to be arranged</p>	KT/Chair
5.	<p>HT delegate where possible appraisals for non-teaching staff. Governors to review delegation in June. Agenda item – June.</p>	HT
6.	<p>LLP report - HT to report back on progress at the beginning of the summer term. Early Years to be discussed in the meeting.</p>	HT
7.	<p>School crossing patrol – Meadons to be given more information. Governors confirmed they had received the emails. The HT and Chair attended the Parish Council meeting in March and did a presentment. A meeting was then held with 2 members of the Parish Council. The request was discussed at their meeting last week. Official feedback is awaited. It is understood that they have agreed that they would be prepared to underwrite the £6,000 (six thousand) subject to annual review however they would want some fundraising/contributing. This has been discussed with the PTA and they have agreed to do that.</p>	Chair
8.	<p>Chair to attend Music and Movement next term. C/fwd</p>	Chair

9.	Feedback from teachers – how many pupils regularly complete homework. What is parent engagement like – do teachers struggle with parent engagement? C/Fwd	HT
10.	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
11.	Attendance - HT to include message on electronic board and in the newsletter to show what one day off a week equates to in terms of a child's learning. C/fwd	HT
12.	EYFS audit – agenda item next meeting	Clerk
13.	ParentView – learning throughout the year – HT to discuss with staff. C/fwd	HT
14.	HT to thank parents who have completed ParentView (completed) and advise what steps will now be taken. Completed	HT
15.	Re-establish links with the Commoners, Verderers, New Forest National Park. Links have been received. JE is currently working on re-establishing links. Sue Lynes, Forest Commission, will be visiting the school to do a talk. JE will contact Verderer and the New Forest National Park.	BM/DP
16.	C/fwd - Establish link with the station.	Chair
17.	Establish link with those who have researched Brockenhurst History Completed	Chair
18.	SN to contact the Groome Trust to see if they are able to fund the cost of the transport for the year 6 residential trip. Completed	SN
19.	Year 6 residential trip – reminder of payment plan available to be shared with the parents for their information. Completed	BM
20.	Chair to complete Reception Link Visit. Completed	Chair
21	HT to feedback a big thank you to staff on how well they coped with the noise and disruption from having the painters and decorators on site.	HT

4.	Head Teacher's Report (verbal)	
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The current number on roll is 248. (211 school and 37 Pre-school).

Attendance has improved. Attendance is at 94.1% overall from September 2022 to Easter 2023.

SEN (26 in cohort) overall is 92.46%.

Pupil Premium (20 in cohort) overall is 91.07%.

The school continue to work with families to improve attendance.

Celebrations

The school can celebrate that they made the right decision to take on the Pre-school. There are 25 children starting in year R in September which is excellent and very positive. 17 children out of the 25 children starting in year R attended the Pre-school.

In January the school appointed another member of staff at the Pre-school.

The HT attended a Mothers Union meeting. The meeting was very positive. The Mothers Union would like to visit the school as some had attended the school themselves and would like to see the changes that have been made to the school.

Year 4 residential – Hooke Court

The residential was extremely successful. The work of the staff was phenomenal. They were dedicated and professional. The Instructors congratulated the children on their listening skills which was very positive. There were team building events and the children were complimented on how they worked well as a team.

Challenges

Two formal Ofsted complaints have been received which are being investigated by Hampshire.

The school are very good with their finances but there is a need to look at what funding is generated. More clubs are available but they are being run through paid staff. It is important not to make a loss. The HT will review the spending on the clubs to ensure that staffing is covered and this will probably necessitate a rise in the price of an after school club.

LLPR actions – Year R and EYFS – provision to build on from the Pre-school

	<p>The HT has met with the EYFS lead. They have looked at best practice. It was identified that further resourcing would enhance the outside area. £3,000 was spent in the Spring term to further develop the outside provision with an outside easel, wooden structures and trays for sand etc. The opportunities outside are now as good as inside.</p> <p>AP14: EYFS - The EYFS audit report is still awaited and will be shared with the Governors at the next meeting.</p> <p>On receipt of the report it is recommended that the school commission an external person to look at the provision.</p> <p>Q: When do you think would be a good time to commission an external person? June this academic year would be a good time.</p> <p>Q: Are there any more improvements you think that ought to be made? The only improvement is to ensure that the provision and opportunities are maximised. This will be completed by internal monitoring.</p> <p>The children are very enthusiastic about the changes that have been made to the outside area. It has maximised the outside environment. It is important that the continuity of the curriculum delivery from our Pre-School to Reception and provides further experiences for the children within EYFS.</p> <p>Holiday club</p> <p>Breakfast club numbers are significantly higher – 24 to 26 children attending daily. Afterschool club attendance varies.</p> <p>Sign up for the summer holiday club will open closer to half term. Last year the numbers varied from 8 to 20. There are 3 key staff who run the holiday club. There are 2 other members of staff who are available if they are required. This works positively.</p>	HT
5.	<p>Strategic Planning</p> <p>5.1 Review strategic ambition 3 Our children are prepared and equipped for the next stages in their lives.</p> <p>Q: What does the school offer for ambition 3?</p> <ul style="list-style-type: none"> Year 6 transition – getting the children ready for year 7. Visits are held in September. Some children have extra visits and some receive ELSA 	

support. The school respond to individual needs for transition into secondary.

- Transition from Pre-school to year R – visits planned, familiarised with the school site.
- Career sessions with Brockenhurst Business Association – year 6.
- PSHE curriculum and planning for each year group. Units of work give children preparation for scenarios in the future.
- Visitors attend the school to talk about the outside world.
- Residentials and school trips.
- Focus on the whole child (not just academic) – better support as they move through life
- Greener Brockenhurst links support their thinking about the future of the environment.
- Eco Group in school develops skills and knowledge.
- Cyber critters – IT influencers – particularly older children working with younger children.
- Confident the children know about a trusted adult. Discussing with the children where they feel less safe or less worried – inside and outside school. Part of Safeguarding.
- Online cyber training for parents.
- School Council – decision making and presenting
- TUCK shop being developed
- Year 6 stalls having stalls at the Summer fete – business element

Q: How are the children prepared for the diverse world that they will enter into?

- Worship completed every week on picture news. Exposing the children to something from the news that is a current issue in the world.
- The children are exposed to a range of texts which cover different cultures and ethnicities, backgrounds and gender.
- Making the children aware of different cultures that they may not have had direct experiences of.
- The school have signed up to a trial 'Big Classroom' which links with other Hampshire schools that have completely different profiles.
- Children access sports at other schools. Mix with other pupils.
- Through Worship celebrate everybody's success.

5.2 Providing access to Modern Foreign Languages

The Link visit was completed.

Q: Are there any opportunities available to enhance the MFL provision?

Historically Highcliffe language college used to provide specialist teachers in KS2. This has now ceased due to funding restraints. Digital resources were

	<p>used in the interim. The school now teach Spanish in line with the secondary schools.</p> <p>MFL is a challenge for the teachers if they do not speak fluent Spanish.</p> <p>Q: Could this be a discussion with the New Forest Learning Alliance? There may be 4 schools who are all struggling?</p> <p>All 4 schools use digital resources at present. The HT will take this forward at the next meeting.</p> <p>AP15: MFL enhance opportunities – HT to take forward at New Forest Learning Alliance.</p> <p>Q: Are there any parent volunteers who could help?</p> <p>AP16: Newsletter - HT to ask if there are any parent volunteers who speak fluent Spanish who could help enhance the delivery of the curriculum.</p> <p>AP17: MFL Spanish assistance – LL to speak to colleague.</p>	<p>HT</p> <p>HT</p> <p>LL</p>
6.	<p>Budget and Finance</p> <p>Review/monitor spending against current budget plan</p> <p>A meeting was held with the new EFS (Education Finance Services) representative. The EFS representative re-assured the school that the budget was in a very positive position. The budget has a carry forward and the school are actively looking at decreasing their in-year deficit in year 3.</p> <p>The school has predicted 25 children in year R. The current year R is low however trend data would suggest children will join the class as it progresses through the school.</p> <p>All budget lines have been reviewed. Areas of saving through procurement or movement of staff is real and within budget. All spending is rigorously checked and monitored.</p> <p>The 3-year budget shows a deficit in year 3. The governing body are aware of the future year deficit and will take action to address it if required. Part of the strategic plan has been taking on the Pre-school and increasing the children who join from there.</p> <p>Q: Staff wages is the largest expenditure on the budget. If the salaries increase are the school given extra funding to support the increase?</p> <p>Staff wages are 82% of the budget. The school may receive no extra funding to cover these costs.</p>	

	<p>Q: The school meet regularly with the PTA to discuss fundraising and how that can support the school. Is there anything else that could be done? Clubs will need to be reviewed to ensure the costs of putting them on are being covered and it is likely the price to attend an after school club will need to increase.</p> <p>Q: When was the last time the rent was increased for hirers? Is there capacity for other groups to use the facilities? Two years ago there was a rent increase. There are 3 evenings that are available to hire.</p>	
7.	<p>SIP Curriculum Review</p> <p>1.1 Maintain and continue to develop a strong and effective safeguarding culture within Pre-School and School</p> <p>DSL refresher completed this term – HT, MMD and JE.</p> <p>1.3 Establish NFA (New Forest Association) – a collaborative working model of local schools</p> <p>Moderation completed in year groups through the New Forest Learning Alliance. It was a very useful and supportive task especially in benchmarking against expectations.</p> <p>1.6 Challenge progress, achievement and attainment of all pupils and associated groups</p> <p>2.1 Reduce progress gap for PP/SEND pupils and lowest 20%</p> <p>2.2 Sustain progress, achievement and attainment of all pupils – progress checking</p> <p>2.4 Introduce and embed a new whole school approach to impact of interventions through an “opportunity cost” approach</p> <p>Progress of all groups discussed at length by Governors along with interventions and ensuring monitor opportunity cost.</p> <p>1.7 Continue to progress with strategic action plan including further expansion of community links</p> <p>Children have regular visits with Woodpecker and Forest Oaks to encourage interaction and development.</p> <p>The Headteacher has presented to a Mothers Union meeting recently.</p> <p>4.3 Provide 6 weeks Forest School outdoor learning experience for all pupils</p> <p>A second Forest School leader has been appointed and will be in training following the current success and demand like ELSA it warrants investment. From September the provision can be increased over 5 days.</p>	

	<p>Q: When is a good time for a review of the implementation of Jigsaw? AP18: July agenda item – Review of implementation of Jigsaw and staff feedback</p> <p>Data</p> <p>The Governors said the overview was very helpful.</p> <p>YR</p> <p>80% on track to meet expected EYFS milestone at the end of the year.</p> <p>Y1</p> <p>Strong overall profile which is reflected in work sampling.</p> <p>Writing and reading profiles are improving.</p> <p>Maths has some drift - reviewing if lowest 20% readers is impacting on understanding.</p> <p>Phonics milestone is on track.</p> <p>Y2</p> <p>Maths by far the strongest profile with 10%+ value added.</p> <p>Reading not increasing as much and in turn impacting on writing.</p> <p>Review of work will be part of KS1 SATs moderation process.</p> <p>Y3</p> <p>Reading and maths making appropriate progress for mid-year.</p> <p>Review 'close to' aspects in writing to ascertain if there is opportunity and time to convert by end of year.</p> <p>Y4</p> <p>Excellent overall progress – especially with PP group.</p> <p>Q: How has progress been accelerated in this year group?</p>	Clerk
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	<p>Quality first teaching and forward thinking. The Teaching Assistant is a fully qualified teacher. There is also another 1:1 adult in the classroom which supports the learning taking place.</p> <p>Review writing opportunities in moving 'close to' to secure by end of year.</p> <p>Y5</p> <p>Strong proportion of GDS.</p> <p>PP/SEND 'close to' in all subjects – review of time and opportunity for conversion to secure by end of year.</p> <p>3 complex pupil profiles within year group – agencies involved at correct points.</p> <p>Y6</p> <p>Strong profile of GDS.</p> <p>10% identified as needing to focus on secondary ready rather than SATs – life value added.</p> <p>Q: How is the secondary ready work progressing? For the children's wellbeing it is going well. It is hard work. If the children were asked they would not be speaking negatively about their classroom experiences. The children will sit their SATs, they will have the same opportunities. All children receive a broad and balanced curriculum.</p> <p>Writing opportunities increased to secure a greater % of writers.</p> <p>AP19: Thank you to the teachers for their hardwork and differentiation in class.</p> <p>Q: Is it too early yet to say we are over covid? We are still seeing the impact of Covid in school and this continues to impact particularly on some children. As staff we are aware of the issues and provide appropriate support. We have noticed more children have struggled with independence and are working hard on all children building resilience and independence skills.</p>	HT
8.	<p>SEND</p> <p>The Governors were advised of the data –</p> <p>10.48% SEN</p>	

	<p>4 EHCP 7.66% Pupil Premium. 27 children – ELSA 9 children – Nurture lunch</p> <p>An appeal was made regarding funding linked to an EHCP and following an appeal to Hampshire this was adjusted upwards.</p> <p>Training completed –</p> <p>AAA for Autism Transition training to year 7 DSL training</p> <p>JE attends SENCo circle and Mental Health forums every half term.</p> <p>At the SENCo circle resources were taken and shared. One school bought a YARC which is an assessment for reading. The school had completed the KS2 fluency project. JE has undertaken the training. The training has been rolled out to year 5. The intervention is for 8 weeks. The evidence base is that they are seeing over 2 years increase in reading age. Once the project has been undertaken and the impact is known it will be implemented in other years.</p> <p>The Child Wellbeing Practitioners are working with children that have been referred. One has been escalated to the Camhs waiting list. This has been very positive.</p> <p>Two Psicon referrals have been received. Outcomes are awaited.</p> <p>JE has worked with the Pre-school to draft a request for an EHCP for a child. The Inclusion Setting Support Officer has been involved. An appointment has been made in July to discuss funding.</p> <p>An EHCP is pending in year 5.</p> <p>A parental request for an EHCP has been received by Hampshire and evidence has been collated from school at Hampshire's request.</p> <p>An annual review will be completed this term.</p> <p>The Governors thanked JE for her hard work and the liaison with the agencies.</p>	
9.	Safeguarding	

	<p>Induction for new Governors – 17 May 2023 – DD</p> <p>Ofsted – 2 October 2023 – DD</p> <p>Understanding data in primary schools – 27 November 2023 – DD</p> <p>Essential training for Safeguarding Governors and Chairs of Governors – 12 October 2023 – JP</p> <p>Minibus driving – 9 May 2023 - KP</p> <p>The Diocese has offered training on the new SIAMS framework. The framework has changed.</p> <p>The Annual Governors' Conference is on Wednesday 4 October 2023 at the Macdonald Botley Park Hotel between 0930 and 1530 pm. The 2023 conference is all about the pupils and Marc Rowland will be the keynote speaker.</p> <p>WGBT</p> <p>Governors were asked to think about what training course they would like. AP23: Clerk to issue the training guide for WGBT page 47).</p> <p>Parent and Pupil Surveys</p> <p>Getting parent view is really important. It was agreed that questionnaires would be available at the next parents evening in October that parents could complete.</p> <p>Governors have completed Pupil conferencing and the pupils are being surveyed on their thoughts re Jigsaw.</p> <p>AP24: FGB September meeting – Governors to advise questions to ask - Parent survey.</p> <p>11.5 Governor feedback from any other meetings</p> <p>There was no Governor feedback from any other meetings.</p>	<p>Clerk</p> <p>Clerk</p>
12.	<p>Health and Safety (Verbal Update)</p> <p>12.1 Site Walk</p> <p>The painting has been completed and the snags have been sorted.</p>	

	<p>The annual property services visit was today. Items have been put on to the list. It is not known when they will be actioned.</p> <p>6 items of gym equipment will be purchased with the Sports Premium funding. This will encourage the idea of exercise and can be used in PE lessons.</p> <p>The year 4 and year 6 classrooms will be decorated this summer from funding from the capital budget. The following year years 3 and 5 will be decorated.</p>	
13.	<p>Parent Governor Feedback</p> <p>There was no Parent Governor feedback.</p>	
14.	<p>Documents and Policies for review and approval</p> <p>There were no policies for review.</p>	
15.	<p>Correspondence</p> <p>Correspondence has been received. The Chair and HT will be meeting to discuss and the Chair will respond.</p>	
16.	<p>Items to Consult/Inform Parents</p> <p>Newsletter – MFL volunteers Increase in club prices</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 12 June 2023 Monday 10 July 2023</p> <p>HTPM – meetings start at 8:30 am Wednesday 28 June 2023</p>	
19.	<p>Impact Statement</p> <ul style="list-style-type: none"> • Reviewed children’s progress and data for each year group • Discussed PP and SEND children for each year group 	

	<ul style="list-style-type: none"> • Received thorough SEND update • Discussed the finances and the 3-year plan • Reviewed Strategic Plan progress-Ambition 3 • Reviewed Governance Action Plan • Advising parents – spreading the cost of the residentials 	
	<p>The Chair thanked everyone for attending and for their valued contributions.</p> <p>The meeting ended at 6:40 pm.</p>	

	Action Points – FGB 24 April 2023	Who
1	Chair to sign the FGB Minutes –13 March 2023 on GovernorHub.	Chair
2	Clerk to send Winchester Diocese approved copy of the finalised minutes– 13 March 2023. Completed	Clerk
3.	C/fwd Local History - VW to discuss with the British Legion.	Chair
4.	C/fwd Summer 2 – VW to invite John Purkiss to speak to the children. Children to prepare questions in advance.	Chair
5.	Governor link visits to be arranged. C/fwd Sport – VW – date to be arranged	Chair
6.	HT delegate where possible appraisals for non-teaching staff. Governors to review delegation in June. Agenda item – June.	HT
7.	C/fwd - Chair to attend Music and Movement next term.	Chair
8.	C/fwd - Feedback from teachers – how many pupils regularly complete homework. What is parent engagement like – do teachers struggle with parent engagement?	HT
9.	C/fwd - 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
10.	C/fwd - Attendance - HT to include message on electronic board and in the newsletter to show what one day off a week equates to in terms of a child's learning.	HT

11.	C/fwd - ParentView – learning throughout the year – HT to discuss with staff.	HT
12.	C/fwd - Re-establish links with the Commoners, Verderers, New Forest National Park. April update - Links have been received. JE is currently working on re-establishing links. Sue Lynes, Forest Commission, will be visiting the school to do a talk. JE will contact a Verderer and the New Forest National Park.	JE
13.	C/fwd - Establish link with the station.	Chair
14.	EYFS - The provision of transition audit report is still awaited and will be shared with the Governors at the next meeting.	HT
15.	MFL enhance opportunities – HT to take forward at New Forest Learning Alliance.	HT
16.	Newsletter - HT to ask if there are any parent volunteers who speak fluent Spanish who could help enhance the delivery of the curriculum.	HT
17.	MFL Spanish assistance – LL to speak to colleague.	LL
18.	July agenda item – Review of implementation of Jigsaw and staff feedback.	Clerk
19.	Thank you to the teachers for their hardwork and differentiation in class.	HT
20.	Hooke Court – Thank you to the year 4 team from the Governors.	Chair
21.	JP - Clerk to contact Diocese as Term of Office ends 12 May 2023 and new term of office starts on 6 June. Completed.	Clerk
22.	BM - Ask staff what their view is on how they can involve parents so that they can be involved in learning more – homework, participation.	BM
23.	Clerk to issue the training guide for WGBT.	Clerk
24.	FGB September meeting – Governors to advise questions to ask -Parent survey.	Clerk

Roles and Responsibilities

Area	Governor
Art/DT	
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	
Community and Business	
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