



Brockenhurst Church of England Primary School And Pre-School

Full Governor Board Meeting

On Monday 13 March 2023 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 –<i>left the meeting at 6.25 pm</i> Kirsty Tomblin (KT) Parent</p> <p>In Attendance: - Julie Edwards (JE) Associate Denis Dooley Tracy O'Connor LA Clerk</p>	<p><u>Apologies</u> Jo Plummer (JP) Foundation Kevin Plummer (KP) Local Authority</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
<p>History Presentation – Lisa Prichard</p> <p>The presentation was circulated to the governors following the meeting.</p> <p>What have I done so far –</p> <ul style="list-style-type: none"> Ensured that I am aware of curriculum coverage from Y1 – Y6 by monitoring the LTP and aware of the ELG's that cover history elements. Spoken to children about history and fed back to staff. Observed some year groups to see what history lessons look like. Attended a Hampshire course about leading history. 	

	<ul style="list-style-type: none"> • Compiled an action plan and a folder of evidence to be built up as we progress. <p>Work samples from books –</p> <ul style="list-style-type: none"> • I have looked through samples of work from Year 1 to 6. This has been helpful for me to see the progression of skills and knowledge through the school. • I have taken samples from the books which show which skills have been assessed. <p>Governors were shown an evidence folder obtained from each year group for each assessment point.</p> <p>Planning</p> <ul style="list-style-type: none"> • We follow units mostly from Collins Primary Connected History. • These should be adapted by teachers to ensure that it is suitable for our children. <p>The 6-step enquiry approach was explained to the Governors.</p> <p>Q: Has the 6-step enquiry approach already been introduced or is it to be introduced?</p> <p>It has already been introduced but it is important to make sure that there is consistency throughout the school.</p> <p>Vocabulary</p> <ul style="list-style-type: none"> • After the inset day in January, we started to think about our focus on vocabulary. • Inset day on 31st March: we are starting to think about what vocabulary is important/relevant and add this into our planning. <p>Governors were given good examples in terms of the impact of the Inset in January.</p> <p>Next Steps</p> <ul style="list-style-type: none"> • Continue to watch history lessons in action. • Continue to speak to children and staff. • Continue to monitor curriculum coverage and evidence work samples. • Monitor work to ensure we are hitting the assessment points in each year group. • Support staff and use the inset day to plan using the 6-step approach. 	
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	<ul style="list-style-type: none"> Support staff and use the inset day to incorporate the key vocabulary into their planning. <p>Q: How do you record, in terms of evidence, speaking to children and staff? Notes are taken. Feedback is given to staff.</p> <p>Q: How do you find the time to record and monitor discussions with children and staff? Leadership time is used to record and monitor discussions.</p> <p>Q: How long does it take to speak to the children and staff? Key stage 1 takes about 5/10 minutes per class. Key stage 2 is slightly longer.</p> <p>Q: Are you trying to go to every class to observe a history lesson in progress? This has not been completed yet but observations should be made in each class by the summer term. A learning walk is scheduled with the Link Governor and observations will be made on that day.</p> <p>Q: Are the assessment points being obtained in each year group? They are being obtained. Teachers need to ensure when they assess they need to think about how they can assess characteristic features. Across the year teachers need to make sure that they are allowing the children to demonstrate that skill in the tasks that are set.</p> <p>Q: In terms of the curriculum is the balance right around the skill and knowledge? There is a balance between the skills and knowledge. Teachers assess against the skills. The planning that is used provides a lot of knowledge that the teacher would need to be able to deliver that unit of work. The planning is very thorough and very detailed. Each step has different ideas that could be used.</p> <p>Q: Is the school getting enough support in terms of local history? Is this an area to explore further? The local railway history topic is in year 5.</p> <p>Q: Do the school get involved in Anzac Day? Prior to covid the school did get involved. This will be an area to explore.</p> <p>AP1: 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>	All
	<p>Geography Presentation – Lisa Prichard</p> <p>The presentation was circulated to the governors following the meeting.</p>	

	<p>Governors were shown an evidence folder obtained from each year group for each assessment point.</p> <p>What have I done so far</p> <ul style="list-style-type: none"> • Ensured that I am aware of curriculum coverage from Y1 – Y6 by monitoring the LTP and aware of ELG's geography coverage. • Spoken to children about geography and fed back to staff. • Observed some year groups to see what geography lessons look like. • Attended a Hampshire geography network meeting. • Compiled an action plan and a folder of evidence to be built up as we progress. <p>Planning</p> <ul style="list-style-type: none"> • We are following Collins Primary Connected geography. • Teachers should adapt this to suit their children and make it relevant for our locality. • The plans are driven by an enquiry and we follow the enquiry approach when adapting the planning. <p>Eco Committee</p> <ul style="list-style-type: none"> • I have signed us up to Plastic Free Schools. • We have an eco-committee across the school and we meet every few weeks. • Working with Greener Brockenhurst. <p>The Governors suggested that when the Eco Committee are ready they could be asked what support they would like from the Governors. The children have already suggested recycling bins are needed in the playground.</p> <p>Next Steps</p> <ul style="list-style-type: none"> • Continue to watch geography lessons in action and speak to children and staff. • Continue to monitor curriculum coverage and evidence work samples. • Monitor work to ensure we are hitting the assessment points in each year group. • Work with teachers to consider key vocabulary in geography and decide how we can incorporate this into planning. Perhaps a template which sets out the steps of the enquiry approach to ensure consistency. • Continue to work with the eco committee. • Plan a whole school walk. 	
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	<p>Q: How much geography is about the New Forest?</p> <p>One of the units in year 5 is about National Parks in the UK. Before covid the New Forest National Park visited the school to do an activity looking at potential threats to the forest. In the past verderers and commoners have visited the school to talk to the children.</p> <p>Q: Is there anything in particular that the Geography Lead would like from Governors?</p> <p>Support with the whole school walk and with the eco-committee. It would be very beneficial if the eco-committee could present to the Governors what they have done.</p> <p>The Governors thanked Lisa for her informative presentations.</p>	
	<p>Appointment - Co-opted Governor</p> <p>The Chair welcomed Denis Dooley to the meeting. Introductions were made. Denis and the Governors were invited to ask questions.</p> <p>Denis advised that he lives at New Park in Brockenhurst. He has a daughter in year 1 and a son in the pre-school. Denis is the chief executive officer for the New Forest Show which is managed as a charity. The charity has an aim to educate and promote agriculture, horticulture and forestry. This is done through different elements – the New Forest Show which is a charitable fundraising event and has the aim to interactively educate people when they visit the show. Educational activities are held throughout the year to encourage people to get out into nature and learn through activities. People learn why nature is so important to mental health. A link has been developed with Youth Options. Youth Options work with local schools to help support children who need extra curriculum support. They have also taken on the running of the local campsites.</p> <p><i>Denis Dooley was asked to leave the room so governors could discuss his application to become a governor.</i></p> <p>The Governors discussed the application and unanimously agreed and voted Denis on to the Governing Board as a Co-opted Governor.</p> <p>Beth Martin nominated and Kirsty Tomblin seconded the application.</p> <p>Denis Dooley returned to the room and was advised that he had successfully been appointed to the Governing Board.</p>	
1.	Welcome, Prayer and Apologies	

	<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 Kevin Plummer and Jo Plummer.</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 – 6 February 2023</p> <p>The minutes of the FGB on 6 February 2023 were an accurate record of the meeting and were approved by the Chair.</p> <p>AP2: Chair to sign the FGB Minutes – 6 February 2023 on GovernorHub.</p> <p>AP3: Clerk to send Winchester Diocese approved copy of the finalised minutes –6 February 2023. Completed.</p>	Chair Clerk

	Action Points – FGB 6 February 2023	Who
1.	Chair to sign the FGB Minutes – 9 January 2023 on GovernorHub. Completed	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.	<p>Parent will be asked to make up a prototype poncho so that the children/school can see if they will be appropriate.</p> <p>March update – The HT spoke with the parent and requested a prototype and costings. To date no response has been received. The HT will undertake some research to look at what is available. The Sports Premium has been agreed for next year. The ponchos may be partially funded by the Premium. Contributions towards the ponchos will also be reviewed. Pricings will be obtained and Rotary will be approached for potential contribution. Children will be given the option if they would want to use a poncho.</p>	HT
5.	<p>Governor link visits to be arranged. C/fwd</p> <p>Languages – KT – to be arranged</p> <p>Sport – BS – to be arranged (VW to arrange a visit as BS has now left the governing body)</p>	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. 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 and Friends of Brockenhurst have already been contacted but are unable to support this project although they could be approached for other items. Meadons have been contacted and have asked for more information. Governors to explore options for charitable donations towards the school crossing patrol. AP: VW will provide more information for Meadons.	All
9.	Year 6 – BM and year 6 children to prepare a summary to be sent to local businesses. The year 6 children have been busy typing about the career sessions. On completion it will be issued to local businesses.	BM
10.	Chair to attend Music and Movement next term.	Chair
11.	Email to be issued with the link attached to the survey. Completed. The suggestion was very positive and encouraged more feedback.	HT
12.	Feedback from teachers – how many pupils regularly complete homework. What is parent engagement like – do teachers struggle with parent engagement? C/fwd	HT
13.	Pupil conferencing – thank you to the staff and the children involved. Completed	HT
14.	Budget and Finance papers to be issued to Governors ahead of the FGB meetings. Completed	MMD/HT
15.	Safeguarding deep dive – date to be arranged. Completed The Chair and JP completed the Safeguarding deep dive. The report is available on GovernorHub.	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. Completed	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. Completed 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). C/fwd	All

4.	<p>Head Teacher's Report (written)</p> <p>The Governors confirmed they had received and read the Headteacher's report. There were no changes to the report.</p> <p>The HT highlighted the current challenges and celebrations.</p> <p>Current challenges and celebrations</p> <p>Admission appeals – there could be 2 appeals. Q: What year group were the admission appeals for? Year 5. It is great to be the destination school and have increased numbers, but it is not good for staff and pupils in those stretched year groups. Additional staffing will need to be planned in and deployed if appeals are successful. This would make increased numbers income cost neutral due to the need for additional staffing. Governors were made aware of the impact of staff absences on the delivery of the Forest School.</p> <p>Attendance is being monitored and follow up conversations are being made by the school office. A deep dive is being made to establish why a child is off. A lot of families are taking holidays. There are also some sickness bugs going around the school. The amount of children that breakfast club is offered to has been increased. Families are being re-educated re covid. If a child has covid they can still attend school but not if they are unwell. A Governor said they could evidence the follow up between the office, Headteacher and staff that is taking place through being in school when these conversations were taking place.</p> <p>It was suggested that a message be put on the electronic board to show what one day off a week equates to a child's learning. AP11: 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.</p>	<p>HT</p> <p>Clerk</p>
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	<p>AP12: EYFS audit – agenda item next meeting</p> <p>Q: Badgers Rest – the numbers included on the report for February half term attendance showed good attendance. Is this cost effective?</p> <p>The age range is 2 – 11 years. If 4 x 2-year-old attend an additional member of staff is required. If 18 children attend overall the third member of staff counter balances and there is no profit. Badgers Rest however does not make a loss. Badgers Rest is being offered over the Easter holidays.</p> <p>Q: Would Badgers Rest ever be available to non-pupils?</p> <p>There is nothing to stop non-pupils attending but there could be a risk of some of your own pupils asking for the provision and there not being availability. Badgers Rest can be staffed every day with 3 staff if required. This would allow up to 30 children availability. The holiday club could be offered as an external provision. Although until the day numbers are not usually known as they are very flexible and try and respond to parents short notice requests .</p> <p>ParentView</p> <p>28 responses have been received. The key highlight from the responses is that there are a lot of strengths. The wraparound, curriculum and the wider element (my child can take part in clubs and activities) was 96%. The children are doing something that they enjoy. The school have focused on investing in the whole child not just academic. This has been recognised by parents which is positive.</p> <p>Feedback on pupil progress learning throughout the year was raised. The school hold 2 parent evenings and send out an end of year report. The school will reflect how they could increase feedback to parents and will reintroduce the meet the teacher sessions in September where staff can make sure all their class parents know how to contact them.</p> <p>AP13: ParentView –Feedback on childrens progress throughout the year – HT to discuss with staff.</p> <p>Parent communication – will be included into the School Improvement Plan for next year to ensure constant reminders and procedures are being issued. Any school concerns received have been actioned. It is important to unpick that when a parent speaks to a teacher do they feel they are not listened to or are they are unhappy with the answer? At meet the teacher meetings parents will be given clear steps of how to share concerns and what the procedures are.</p> <p>AP14: HT to thank parents who have completed ParentView and advise what steps will now be taken.</p> <p>The Governors said that the survey was very positive.</p>	<p>HT</p> <p>HT</p>
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5.	<p>Strategic Planning</p> <p>5.1 Review strategic ambition 2</p> <p>To build community partnerships which enhance the life of the school and pre-school.</p> <p>Strategic ambition 2 and community partnerships have been discussed previously.</p> <p>Confident partnerships in place –</p> <ul style="list-style-type: none"> • Care Homes • Cricket club • Football club • Church • Business Association • Greener Brockenhurst <p>Q: Are there areas that Governors feel the need to develop further partnerships with?</p> <p>AP15: Re-establish links with the Commoners, Verderers, New Forest National Park.</p> <p>AP16: Establish link with the station.</p> <p>AP17: Establish link with those who have researched Brockenhurst History</p> <p>5.2 New Forest Learning Alliance – working with other schools</p> <p>The Headteacher provided Governors with an update. In the summer term the schools got together to look for commonality in schools working together as a general collaboration. There was a natural link. Three of the schools were part of the same parish and the other was a stand-alone Academy. The schools have all shared the same vision and ethos as they are Church schools.</p> <p>A plan was set up this year to establish linking the leadership teams together. Sessions were held to share vision, values and commonality. A session was held for all schools to get together to share why they were working together to share options. Following the sessions different lists have been created – Teacher, TA lists so communication and best practice is shared. At the Inset in January the schools bought in a shared person which was better value. The next joint teacher meeting (29 March) will focus on moderation.</p>	<p>BM/DD</p> <p>VW</p> <p>VW</p>

	<p>As the meetings, communications, systems and processes have now been set up it will be handed over in the summer so it will be teacher driven. This will allow greater ownership and direction.</p> <p>Staff will undertake a skills audit where skills and best practice can be shared.</p> <p>Going forward the New Forest Learning Alliance are confident and will explore other schools joining the group who may have expressed an interest.</p> <p>The focus of the New Forest Learning Alliance has been mainly around curriculum and staff development.</p> <p>5.3 What do governors want to achieve through collaborative working with other schools over the next 3 to 5 years?</p> <p>Q: The White Paper suggests longer term that schools would get into formal partnerships with other schools but what do the Governors want to get from the partnerships?</p> <p>Governors would like to see the Benchmarking to see where the school is compared with others. If the data shows that the school are not doing so well in an area and the other school is doing really well what can the school learn from them. The partnership should be something that drives improvement. Open and transparent sharing of data and information across the school group. The skills would be driven by outcomes.</p> <p>There would need to be very standardised work to be able to make meaningful comparisons. Teachers would have to collaborate very closely with their counterparts so the assessment would be the same.</p> <p>Communication and parent engagement would be important and what works well for the other schools.</p> <p>Q: A new Governor asked if the Governors ever meet with other school Governors?</p> <p>Governors meet other governors at training, Governor Forums or at the annual Conference.</p> <p>Q: What do we want to benefit the children from working with other schools?</p> <p>Buying in to training and providing different options across the schools for the Governors.</p> <p>The aim is to now look financially at sharing CPD for training for teaching.</p> <p>Q: Looking to the future are we looking to share any services with other schools? Looking at the challenges – language development of the children. Would we be saying in 5 years' time could we have employed together our</p>	
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	<p>own Educational Psychologist or speech and language therapist? Is that where we want to move to?</p> <p>It would be good for the children and for the staff. In future we would be looking to share more based on what would make a difference for the children in areas where, it is known, there are particular needs and finding those interventions and expertise is difficult. This could be resources or expertise and skills.</p>	
6.	<p>Budget and Finance</p> <p>Review/monitor spending against current budget plan All the information was made available to the Governors before the meeting.</p> <p>The indicative budget</p> <p>The indicative budget based on good census numbers would indicate there will be a little more money than last year. Sufficient to match the salary increase that was awarded. Basically the school will be cost neutral rather than in debt on salaries. It is looking that the school should be positive in year 3 without changing the way it works.</p> <p>Budget setting will be completed next month.</p> <p>The Governors confirmed they had reviewed and agreed the information and were satisfied that budget planning was strong.</p>	
7.	<p>SIP Curriculum Review</p> <p>The Headteacher has already indicated that he will make some changes for next year following responses received from ParentView.</p>	
8.	<p>SEND</p> <p>The New Forest Learning Alliance SENCoS have held a meeting. The schools all have a lot of referrals. They are looking at what information can be put on websites, other than the SEN information report, that might help signpost parents to other things as a first point of call.</p> <p>The Child Wellbeing Practitioners are working with children that have been referred. One has been escalated to Camhs. This has been very positive.</p> <p>The SENCo updated the Governors on referrals that have been submitted since January. Before referrals are made meetings are held with the parents to get as much information as possible.</p> <p>ELSA provision is being provided for 24 children in the week by</p>	

	<p>Marie Macey-Dare and Helen Shilton. Three quiet lunches and 2 nurture lunches are run across the week.</p> <p>The Chair and SENCo will be attending the SEND Governor Conference webinar on Friday 17 March. All Governors are welcome to attend.</p> <p>Q: In terms of Pre-school has that meant additional workload? This has increased the workload. Children will be picked up much earlier which is positive. If interventions are put in place early there is more success.</p> <p>Q: When you met the other SENCos did you learn anything helpful? It is important not to reinvent the wheel. Schools do not want to provide information that is already available (CAMHs). It is making sure that families are directed to the right place. At the shared Inset the SENCos will meet and discuss identified areas where they might share best practise and/or resources.</p>	
9.	<p>Safeguarding</p> <p>The Safeguarding deep dive was completed. Next term the Safeguarding Learning Walk will be completed.</p> <p>Governors were given evidence that in worship it was spotted that there was somebody without a lanyard and the children knew what they should do which was positive.</p>	
10.	<p>Staff Wellbeing</p> <p>Staff had asked that it be reiterated to the Governing Body that they have thought long and hard about whether to go on strike. It has not been an easy decision to make. The Governors responded that they fully understand and people have to make an individual decision. It is difficult times.</p> <p>The planning for the year 6 residential trip takes place very early to ensure it is available and can be booked. The residential takes place in September. This year has been a real challenge to organise because where they usually go was not available so options have had to be explored and quotes have been requested. After careful review Calshot has been booked. Wherever the residential took place the price had increased significantly. This year it is more expensive. The same duration will be done as last year.</p> <p>Some emails have been received from parents since sending out a communication about the trip sharing concerns. A common theme has been the cost. A concern has been the length of the trip. The trip will be for 3 nights. The school trip used to be for a whole week and the 3 nights is in line with other local schools. The school do 2 residentials one in year 4 and one in</p>	

	<p>year 6. The cost of the trip is £380 (three hundred and eighty) per child. The cost has been explored and is lower than other local school trip costs. To date 11 completed forms and deposit paid have been received from parents which is low. The deadline to pay the deposit is the end of March. At the end of march it will be known if the trip can proceed.</p> <p>In past years the PTA have helped to fund the transport for the year 6 residential. The PTA were approached prior to the issue of the communication and they advised that they were not able to help with the year 6 residential funding. The PTA could not justify donating to a specific year unless the same amount can be given to every year group. The school have tried to cut the costs to the parents down.</p> <p>There are a lot of families who are currently struggling and would find it difficult to justify the cost of the trip.</p> <p>Q: Parents have raised the question to cut the cost, as Calshot is local, could they drive their own children or do a car share?</p> <p>This has been explored. Every single driver who would be operating on business would have to have business class insurance. The school would be required to check insurance documents and driving licences. As they would be operating on the school's business anything that could go wrong on that trip is the responsibility of the school and not the parent.</p> <p>Minibuses have also been explored but the cost was similar to the coach.</p> <p>AP18: 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.</p> <p>The impact on wellbeing is obviously significant. BM is trying to organise the trip whilst at the same time trying to plan and teach her class. The trip is so beneficial to the children and has a huge impact.</p> <p>The Governors acknowledged the stress that the organisation of the trip is having on BM. It was acknowledged that BM has put a lot of effort into trying to get the cost of the trip as cost effective as possible.</p> <p>Q: Has BM had an opportunity to meet with the parents?</p> <p>No meeting has taken place at this stage. It was suggested that if possible going forward before a trip is booked a meeting be arranged to give the parents the opportunity to discuss a potential trip. Parents should be encouraged to speak with the Headteacher if there are particular problems.</p> <p>AP19: Year 6 residential trip – reminder of payment plan available to be shared with the parents for their information.</p>	<p>SN</p> <p>BM</p>
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	<i>SN left the meeting at 6:25 pm</i>	
11.	<p>Governor Matters</p> <p>11.1 Governor Link Visits</p> <p>The majority of the Governor Link Visits have taken place.</p> <p>AP20: Chair to complete Reception Link Visit.</p> <p>11.2 Schools Financial Value Standard (SFVS) Submit completed and approved SFVS to local authority no later than 31 March 2023</p> <p>There was a lot of information contained in the SFVS. KP and MMD have met and thoroughly reviewed the SFSV.</p> <p>The Governors approved and were happy to sign off the SFVS.</p> <p>11.3 Governor Training</p> <p>Hampshire Governor Forum (virtual) – attended by Chair on 21 February 2023. The main issues were budget, continued staff sickness (supply costs) and Ofsted preparation.</p> <p>Making a difference – Governors and SEND Conference – 17 March 2023 – JE and VW to attend. All Governors welcome to attend.</p> <p>11.4 Governor feedback from any other meetings</p> <p>There was no Governor feedback from any other meetings.</p>	Chair
12.	<p>Health and Safety (Verbal Update)</p> <p>12.1 Site Walk</p> <p>The painters and decorators have been on site for 3 weeks. Everyone worked around them very well. The work completed looks very good.</p> <p>AP21: 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.</p>	HT
13.	<p>Parent Governor Feedback</p> <p>The year 6 residential trip has already been discussed previously in the minutes.</p>	

14.	Documents and Policies for review and approval <ul style="list-style-type: none"> • Charging and Remissions policy – available on website • Complaints procedure and policy – updated • Confidentiality policy – available on website • Freedom of Information – Hampshire specific policy • Lettings policy -not available on the website • Restrictive Physical Intervention in SEND policy • Supporting Pupils with Medical Conditions • Travel Policy -on the website • Vulnerable Children Policy <p>The Governors reviewed and Approved the policies.</p>	HT/ JE
15.	Correspondence <p>The Governors recalled that a parent came to a meeting to discuss equalities. The HT and Chair met with the parent following the meeting to feedback. The meeting was very positive. The parent has agreed to act as somebody who will alert the Headteacher to anything that she may hear about equalities or that is observed. The parent is happy that the Governing Body are taking it very seriously and understands that there is a policy which covers all equalities.</p> <p>All other correspondence has been dealt with.</p>	
16.	Items to Consult/Inform Parents <p>Newsletter – ParentView Trip – BM/LL</p>	
17.	Any Other Business <p>There was no Any Other Business.</p>	
18.	Dates for future meetings <p>FGB – meetings start at 4:30 pm Monday 24 April 2023 Monday 12 June 2023 Monday 10 July 2023</p> <p>HTPM – meetings start at 8:30 am Wednesday 28 June 2023</p>	

19.	Impact Statement <ul style="list-style-type: none"> Discussed how New Forest Learning Alliance is and will benefit the children. Presentation, feedback and curriculum delivery – History and Geography Reviewed the budget Reviewed and approved the SFVS Explored ways in terms of funding to make the year 6 residential trip more accessible to families Appointed a new Co-opted Governor Further development of community links 	
	<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 13 March 2023	Who
1.	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.	All
2.	Chair to sign the FGB Minutes – 6 February 2023 on GovernorHub.	Chair
3.	Clerk to send Winchester Diocese approved copy of the finalised minutes– 6 February 2023. Completed	Clerk
4.	Governor link visits to be arranged. C/fwd Languages – KT – to be arranged Sport – VW – to be arranged	KT/Chair
5.	HT delegate where possible appraisals for non-teaching staff. Governors to review delegation in June.	HT
6.	LLP report - HT to report back on progress at the beginning of the summer term.	HT
7.	School crossing patrol – Meadons to be given more information	Chair
8.	Chair to attend Music and Movement next term.	Chair

9.	Feedback from teachers – how many pupils regularly complete homework. What is parent engagement like – do teachers struggle with parent engagement?	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.	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
12.	EYFS audit – agenda item next meeting	Clerk
13.	ParentView – learning throughout the year – HT to discuss with staff.	HT
14.	HT to thank parents who have completed ParentView (completed) and advise what steps will now be taken.	HT
15.	Re-establish links with the Commoners, Verderers, New Forest National Park.	BM/DP
16.	Establish link with the station.	Chair
17.	Establish link with those who have researched Brockenhurst History	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.	SN
19.	Year 6 residential trip – reminder of payment plan available to be shared with the parents for their information.	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

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