



Brockenhurst Church of England Primary School And Pre-School

Full Governor Board Meeting

On Monday 11 September 2023 at 4.30 pm

MINUTES

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

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 Denis Dooley and Lucy Ladd.</p>	

2.	<p>Election of Chair and Vice Chair</p> <p>The Clerk asked for nominations to appoint/re-elect the Chair and Vice Chair for the 2023/24 academic year. The Governors discussed the nominations and both appointments were unanimously agreed by the FGB for the new academic year 2023/24.</p> <p>FGB Chair – Vicky Wales – Nominated by Jo Plummer Seconded by Julie Edwards</p> <p>Vice Chair –Kevin Plummer – Nominated by Vicky Wales Seconded by Simon Newham</p>	
3.	<p>Terms of Reference for new academic year 2023/24</p> <p>AP1: Clerk to amend the Terms of Reference and circulate to the Governor Board. Completed</p>	Clerk
4.	<p>Declaration of Business and Pecuniary Interests</p> <p>To record any business, pecuniary or personal interest on the agenda items.</p> <p>There were no declarations of business or pecuniary interests declared relevant to the agenda.</p> <p>AP2: Governors to update Declaration of interests for new academic year on GovernorHub.</p> <p>AP3: Governors to confirm agreement on GovernorHub that they have read and understood Keeping Children Safe in Education for the new academic year – (Updated guidance comes into effect on 1 Sept 2023)</p> <p>Prevent Training There is no statutory guidance on how often Governors should undertake Prevent training however it is encouraged that Governors undertake refresher training. The Governor responsible for safeguarding should undertake the training to ensure the Board is carrying out all responsibilities.</p> <p>AP4: Governors were encouraged to complete the Prevent training available on The Key.</p>	<p>All</p> <p>All</p> <p>All</p>
5.	<p>Minutes of Last FGB Meeting – 10 July 2023</p> <p>5.1 To agree and sign minutes of previous meeting 5.2 Matters arising and action points (Action points below) 5.3 Safeguarding Presentation</p>	

	<p>The minutes of the FGB on 10 July 2023 were an accurate record of the meeting and were approved by the Chair.</p> <p>AP5: Chair to sign the FGB Minutes – 10 July 2023 on GovernorHub.</p> <p>AP6: Clerk to send Winchester Diocese approved copy of the finalised minutes – 10 July 2023. Completed.</p>	Chair Clerk
--	--	-------------

	Action Points – FGB 10 July 2023	Who
1.	MathShed – parents to be asked for feedback? Parents to be asked for feedback on all online learning via SurveyMonkey in November after Parents evening.	HT
2.	Chair to sign the FGB Minutes – 12 June 2023 on GovernorHub. Completed	Chair
3.	Clerk to send Winchester Diocese approved copy of the finalised minutes– 12 June 2023. Completed	Clerk
4.	C/fwd - Feedback from teachers – how many pupils regularly complete homework. What is parent engagement like – do teachers struggle with parent engagement? Discussed at staff meeting. Engagement last academic year was quite low particularly in KS1. It was felt the e-books have not been as well received as they would have hoped. Homework is generally not being completed across the school. Teachers will be monitoring engagement and will be having conversations with parents at parents evening. Discussions were held on implementing strategies within the classroom. Teachers are already supporting children at school. It was agreed that teachers will try and involve parents more with school life and what the children are doing in class. Once a year each class will have a class worship where the whole school are there but also the parents of that class are invited in to celebrate All children have received their log in for the online platforms. All homework is set on the online platforms. Homework is linked to lessons in class. All class blogs this term have provided details of homework for parents.	BM
5.	JIGSAW - Parents asked if staff could be more aware when things were coming up to include it on the blog so that parents knew what the subject areas were. Completed	HT
6.	Jigsaw Presentation – agenda item Dec 2023 meeting.	HT/Clerk
7.	C/fwd - BM - Ask staff what their view is on how they can involve parents so that they can be involved in learning more – homework, participation. See Action point 4.	BM

8.	It was agreed for the October budget that 2 budgets should be prepared and a decision would then be made if the budgets should be merged. It would be helpful for Governors to have a recommendation about the recharge – what do the professionals see as reasonable.	HT/MMD
9.	Diversity training – HT to propose WGBT with the NFLA Governing Bodies.	HT
10.	Skills Audit - To be completed by end of term. It was proposed and agreed to complete the Skills Audit at the end of the academic year.	Clerk/All
11.	Self-evaluation – To be completed by end of term. It was proposed and agreed to complete the self-evaluation at the end of the academic year.	Clerk/All
12.	October agenda – feedback from NFLA meeting on 28 September 2023.	HT
13.	Agenda item September – SIP 2023/24. On agenda	Clerk/HT
14.	KT to send SEND slides. Completed.	KT
15.	Chair to contact Governors to arrange annual review discussions. Completed	Chair
16.	Sept Agenda item – Consider Governor roles and responsibilities next academic year Completed	Clerk
17.	Chair to complete the annual Governor letter and issue with the Ofsted report in the Autumn. Completed	Chair

	<p>5.3 Safeguarding Presentation</p> <p>Guidance for education staff including governors Keeping Children Safe in Education (KCSIE)</p> <p>Revised annually Schools and colleges <u>must</u> have regard to it when carrying out their duties to safeguard and promote the welfare of children.</p> <p>Our Responsibilities in regard to KCSIE</p> <ul style="list-style-type: none"> • should ensure that those staff who work directly with children read at least part 1 of the guidance • should ensure those staff who do not work directly with children read either part 1 or annex A of the guidance 	
--	--	--

- should ensure mechanisms are in place to assist staff to understand and discharge their role and responsibilities as set out in part 1 of the guidance
- Annex B Further information is also useful as it provides more detail on specific forms of abuse and safeguarding issues.

Key changes 2023

- Emphasis on increased expectations and responsibilities regarding filtering and monitoring systems for IT.
- All staff should be aware of the provisions that are in place-need to be clear who is responsible, that the provision is reviewed annually and that there is a clear ability to block harmful/inappropriate content.
- This is linked to the guidance-Meeting Digital and Technology Standards in Schools and Colleges(Updated March 2023)
- Governors need to understand their role and responsibilities regarding filtering and monitoring systems for IT
- Any shortlisted candidates for posts should be made aware that an online search may be made as part of due diligence checks in the recruitment process-this is considered good practice.
- Awareness some children are at greater risk of harm both online(new) and offline
- Children who are absent for prolonged periods or repeat periods may be a warning sign that there are safeguarding issues.
- Refers to Keeping Children Safe in out-of-school settings (eg after school clubs/tuition/sports training)-if there is an allegation relating to an incident where an individual or organisation is using school premises for running an activity for children school policies and procedures should be followed and the LADO informed.
- Children missing from education has been replaced with “children who are absent from education for prolonged periods and/or repeated occasions-links to county lines.
- KCSIE should be read in conjunction with other guidance eg DfE Behaviour in Schools Guidance
- Which groups of children might be considered at greater risk of harm?
- Do we as a governing body need to take any actions as a result of this update?

	<ul style="list-style-type: none"> WGBT Safeguarding training - Monday 30th October 2023 17.30 pm -19.30 pm <p style="text-align: center;">Safeguarding is everybody's business It's our business. Our role is to ensure everybody in school/pre-school understands their safeguarding responsibility.</p> <p>AP12: Addition to Safeguarding Audit – review of policies from different hirers. If there is an allegation relating to an incident where an individual or organisation is using school premises for running an activity for children school policies and procedures should be followed and the LADO informed.</p>	VW/JP
6.	<p>Head Teacher's Report (verbal)</p> <p>6.1 Ofsted Report</p> <p>The Ofsted report was shared with the Governors. When authorised the report will be shared and discussed with staff.</p> <p>When notification is received the report will then be live. Parents will be notified in advance. A Press Release will be prepared.</p> <p>The collective view was that the report was well written and is extremely positive. It has captured Brockenhurst perfectly.</p> <p>AP13: Ofsted report – thank you to be given to all the staff. Well done! Governors commented that the comments about the staff, the pupils, the school and Pre-school show what a wonderful place Brockenhurst is.</p> <p>6.2 Update on start of academic year and challenges and celebrations It has been a positive start to the new academic year. All work planned over the summer holidays has been completed on time.</p> <p>There are 207 children on roll and 20 for the Pre-school (227). The children have settled in well. The staff are working very positively together and they are enjoying their roles.</p> <p>Challenges</p> <p>Fines are still being issued to parents for taking their children out of school during term time. This continues to be a problem and involves a lot of admin work. The school continue to encourage good attendance.</p>	HT

	<p>6.3 Data overview – KS1/2 and phonics</p> <p>The KS1 teacher assessment comparative report was shared with the Governors. The table showed a summary of the National Curriculum assessment results of pupils in the school (2023) and nationally (2022) at the end of Key Stage 1, as a percentage of those eligible for assessment. The number of eligible children was 30.</p> <p>Q: Is there anything in KS1 that is a concern? There is no concern in KS1. There was no surprises.</p> <p>The KS2 teacher assessment and tests comparative report was shared with the Governors. The tables showed the percentage of Year 6 pupils achieving each outcome in 2023 compared to national end of Key Stage 2 Teacher Assessment levels and Test Results for 2022. The number of eligible children was 34.</p> <p>The Early Years Foundation Stage Profile 2023 was shared with the Governors. For each Early Learning Goal the tables showed the percentage of pupils in the school at each level in 2023 and the percentage of pupils nationally at each level in 2022.</p> <p>AP14: KS1/2 and phonics - Governors asked that a thank you be given to all the staff. The results are very impressive.</p>	HT
7.	<p>Strategic Planning</p> <p>7.1 Governance action plan review 22/23 and new plan 23/24</p> <p>The Governance action plan 2022/23 has been updated.</p> <p>The new draft 2023/24 plan was approved by the Governors. The plan has 3 priorities –</p> <ul style="list-style-type: none"> • Role and future direction of New Forest Learning Alliance established. • Plans in place for succession planning of key roles on the Governing Body. • Continue to monitor and review progress of the strategic plan 	
8.	<p>Budget and Finance</p> <p>Review/monitor spending against current budget plan</p> <p>The budget will be reviewed at the October meeting.</p>	

	Excellent news to report that the Mothers Union have raised £1,850 (one thousand eight hundred and fifty).	
9.	<p>School Improvement Plan</p> <p>9.1 SIP overview 2022/23 Feedback has been received through Governing meetings. It was noted that the target for forest school was not met due to staffing but this has now been covered with another member of staff coming forward to undertake training. Governors also noted that the additional time that was given for subject leadership last academic year was reflected by staff in their presentations to the governing body.</p> <p>9.2 SIP 23/24</p> <p>Thanks was given to the staff for their work on the SIP 2023/24. There were no further additions to make as priorities identified by governors were reflected in the plan.</p> <p>Q: Developing digital technology- what is planned? A lot of tips are learned from attending network meetings. They will be trialled and if successful will be rolled out across the school. There have been some excellent online interventions and introducing these will enhance provision.</p> <p>Q: Develop Immersive cultural diversity days – what is planned? The school will have devote whole days involving everyone where different dress, food and culture will be explored. The days will link to language and education.</p> <p>AP15: Develop Immersive cultural diversity days - HT to liaise with Brockenhurst College to see if this an area they may want to join in with.</p>	HT
10.	<p>SEND update</p> <p>The KS2 Fluency project was trialled last year in year 5. The next cohort from the new year 5 are being identified. The current year 6 children will be redone to ensure it is fully embedded. It has had a very positive impact. The aim is to train staff/TAs to cascade throughout the whole school.</p>	
11.	<p>Safeguarding</p> <p>11.1 Safeguarding Update – KCSiE 2023 – completed</p> <p>11.2 Safeguarding Visits</p> <p>A Learning Walk was completed last term.</p>	

	<p>11.3 Safeguarding Action Plan 23/24</p> <p>Addition to Safeguarding Action Plan – review of policies from different hirers.</p> <p>11.4 HCC Annual Safeguarding Audit by 30 September</p> <p>The HCC Annual Safeguarding Audit has been completed and returned.</p>	Chair																										
12.	<p>Staff Wellbeing</p> <p>The start of term has been very positive. Staff are pleased that the Ofsted visit has been completed and the positive outcome.</p> <p>The staff changes have been positive and are working well. The children are settling in well.</p> <p><i>SN left the meeting at 6 pm</i></p>																											
13.	<p>Governor Matters</p> <p>13.1 Constitution KT – Parent Governor – Term of Office ends 24/10/23</p> <p>KT has advised that she wishes to resign when her Term of Office ends on 24 October 2023. A new Parent Governor will need to be appointed.</p> <p>AP16: Parent Governor Expressions of Interest to be included in the Newsletter.</p> <p>13.2 Governor link visits and Governor roles and responsibilities 2023/24</p> <table border="1" data-bbox="230 1365 1325 1892"> <thead> <tr> <th>Area</th> <th>Governor</th> </tr> </thead> <tbody> <tr> <td>Art</td> <td>Lucy Ladd</td> </tr> <tr> <td>DT</td> <td>Vicky Wales</td> </tr> <tr> <td>English</td> <td>Jo Plummer</td> </tr> <tr> <td>Humanities (Geography/History)</td> <td>Lucy Ladd</td> </tr> <tr> <td>Maths</td> <td>Kirsty Tomblin/Denis Dooley</td> </tr> <tr> <td>Modern Foreign Languages</td> <td>Kirsty Tomblin/Vicky Wales</td> </tr> <tr> <td>Music</td> <td>Vicky Wales</td> </tr> <tr> <td>RE</td> <td>Jo Plummer</td> </tr> <tr> <td>Relationship and Sex Education (PSHE)</td> <td>Simon Newham</td> </tr> <tr> <td>Science</td> <td>Simon Newham</td> </tr> <tr> <td>Sport</td> <td>Denis Dooley</td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table>	Area	Governor	Art	Lucy Ladd	DT	Vicky Wales	English	Jo Plummer	Humanities (Geography/History)	Lucy Ladd	Maths	Kirsty Tomblin/Denis Dooley	Modern Foreign Languages	Kirsty Tomblin/Vicky Wales	Music	Vicky Wales	RE	Jo Plummer	Relationship and Sex Education (PSHE)	Simon Newham	Science	Simon Newham	Sport	Denis Dooley			HT
Area	Governor																											
Art	Lucy Ladd																											
DT	Vicky Wales																											
English	Jo Plummer																											
Humanities (Geography/History)	Lucy Ladd																											
Maths	Kirsty Tomblin/Denis Dooley																											
Modern Foreign Languages	Kirsty Tomblin/Vicky Wales																											
Music	Vicky Wales																											
RE	Jo Plummer																											
Relationship and Sex Education (PSHE)	Simon Newham																											
Science	Simon Newham																											
Sport	Denis Dooley																											

Community and Business	Denis Dooley
Data Protection	Kevin Plummer
Development and Training	Vicky Wales
Early Years including Pre-School	Marie Macey-Dare
Health and Safety, Finance	Kevin Plummer
Pupil Voice	Simon Newham/Beth Martin/Julie Edwards
Safeguarding	Vicky Wales/Jo Plummer
SEND	Vicky Wales
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

13.3 Feedback from Individual Governor Review Meetings Summer 23 (report attached)

Over the summer holiday period the chair held individual review meetings with all members of the governing body.

Governors identified areas they would like to develop further:

- Succession Planning.
- Further develop liaison and communication with parents.
- Developing relationships and links with other local governing bodies.

Governors were extremely appreciative of the time staff spent with them and the lunches Jo and Kevin had organised and provided an opportunity for more informal dialogue.

13.4 WGBT - 30 October 2023 at 5:30 pm – Monitoring Safeguarding in your school

13.5 Governor feedback from any other meetings

	<p>A meeting is planned with the church to have a ‘meet the child and family worker’ on Monday 18 September 2023 at 6:30 pm. Cheese and wine will be available for all parents. It will be an opportunity to meet the vicar and the Foundation Governors.</p> <p>Each 4th Sunday of every month the church will be holding a 45 min event in school for the families of the school. Coffee and snacks will be provided and games will be held.</p> <p>AP17: ‘Meet the child and family worker’ – Monday 18 September 2023 at 6:30 pm – reminder in Newsletter.</p>	HT
14.	<p>Health and Safety (Verbal Update)</p> <p>14.1 Site Walk</p> <ul style="list-style-type: none"> • There is new carpet in year 4 and year 6. • The hall floor has been deep cleaned. • The defibrillator is still to be installed. <p>AP18: H&S Governor to arrange a site walk.</p>	KP
15.	<p>Parent Governor Feedback (Opportunity for parent governors to inform Governing Body of any particular issues)</p> <p>There was no feedback to note from the Parent Governor.</p>	
16.	<p>Documents and Policies for review and approval</p> <p>16.1 Child Protection Policy – Approved</p> <p>16.2 Safeguarding Policy – Approved</p> <p>16.3 Governors Code of Conduct (contained in Governor Handbook 23/24) Updated and Approved</p> <p>16.4 Adopt HCC Governors Good Practice Guide</p> <p>Governors confirmed they were happy to adopt HCC Governors Good Practice Guide.</p> <p>16.5 Confirm adoption of policies and procedures within the Manual of Personnel Practice</p>	

	Governors confirmed adoption of the policies and procedures within the Manual of Personnel Practice.	
17.	<p>Correspondence</p> <p>Wessex Internet have made contact and have advised that they may be prepared to financially assist the school. AP19: KP to send the HT Wessex Internet details.</p>	KP
18.	<p>Items to Consult/Inform Parents</p> <ul style="list-style-type: none"> • Parent Governor Vacancy • Meet the child and family worker invite reminder 	
19.	<p>Any Other Business</p> <p>Congratulations were given to the HT on passing his NPQEL qualification. This was excellent news and well deserved.</p>	
20.	<p>Dates for future meetings</p> <p>FGB – meetings start at 4:30 pm Monday 2 October 2023</p> <p>HTPM – meetings start at 8:30 am Monday 18 September 2023</p>	
21.	<p>Impact Statement</p> <ul style="list-style-type: none"> • Reviewed the School Improvement Plan. • Reviewed the Ofsted Report. • Reviewed the Data. • Allocated roles and responsibilities. 	
	<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 11 September 2023	Who
1.	Clerk to amend the Terms of Reference and circulate to the Governor Board. Completed	Clerk
2.	Governors to update Declaration of interests for new academic year on GovernorHub.	All
3.	Confirm your agreement on GovernorHub that you have read and understood Keeping Children Safe in Education for the new academic year – (Updated guidance comes into effect on 1 Sept 2023)	All
4.	Governors were encouraged to complete the Prevent training available on The Key.	All
5.	Chair to sign the FGB Minutes – 10 July 2023 on GovernorHub.	Chair
6.	Clerk to send Winchester Diocese approved copy of the finalised minutes – 10 July 2023. Completed.	Clerk
7.	Parents to be asked for feedback on all online learning via SurveyMonkey in November after Parents evening.	HT
8.	Jigsaw Presentation – agenda item Dec 2023 meeting.	Clerk
9.	It was agreed for the October budget that 2 budgets should be prepared and a decision would then be made if the budgets should be merged. It would be helpful for Governors to have a recommendation about the recharge – what do the professionals see as reasonable.	HT/MMD
10.	Diversity training – HT to propose WGBT with the NFLA Governing Bodies.	HT
11.	October agenda – feedback from NFLA meeting on 28 September 2023.	HT
12.	Addition to Safeguarding Audit – review of policies from different hirers. If there is an allegation relating to an incident where an individual or organisation is using school premises for running an activity for children school policies and procedures should be followed and the LADO informed.	VW/JP
13.	Ofsted report – thank you to be given to all the staff. Well done! Governors commented that the comments about the staff, the pupils, the school and Pre-school show what a wonderful place Brockenhurst is.	HT
14.	KS1/2 and phonics - Governors asked that a thank you be given to all the staff. The results are very impressive.	HT

15.	Develop Immersive cultural diversity days - HT to liaise with Brockenhurst College to see if this is an area they may want to join in with.	HT
16.	Parent Governor Expressions of Interest to be included in the Newsletter.	HT
17.	'Meet the child and family worker' – Monday 18 September 2023 at 6:30 pm – reminder in Newsletter.	HT
18.	H&S Governor to arrange a site walk.	KP
19.	KP to send the HT Wessex Internet details.	KP

Roles and Responsibilities

Area	Governor
Art	Lucy Ladd
DT	Vicky Wales
English	Jo Plummer
Humanities (Geography/History)	Lucy Ladd
Maths	Kirsty Tomblin/Denis Dooley
Modern Foreign Languages	Kirsty Tomblin/Vicky Wales
Music	Vicky Wales
RE	Jo Plummer
Relationship and Sex Education (PSHE)	Simon Newham
Science	Simon Newham
Sport	Denis Dooley
Community and Business	Denis Dooley
Data Protection	Kevin Plummer
Development and Training	Vicky Wales
Early Years including Pre-School	Marie Macey-Dare
Health and Safety, Finance	Kevin Plummer
Pupil Voice	Simon Newham/Beth Martin/Julie Edwards
Safeguarding	Vicky Wales/Jo Plummer
SEND	Vicky Wales
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