



Brockenhurst Church of England Primary School And Pre-School

Full Governor Board Meeting

On Monday 10 July 2023 at 4.30 pm

MINUTES

<p>Present: Vicky Wales (VW) Foundation (Chair) John Littlewood (J Li) Headteacher Denis Dooley (DD) Co-opted – <i>left the meeting at</i> Lucy Ladd (LL) Parent Marie Macey-Dare (M M-D) Co-opted Simon Newham (SN) Ex-Officio Foundation Jo Plummer (JP) Foundation Kevin Plummer (KP) Local Authority Kirsty Tomblin (KT) Parent</p> <p>In Attendance: - Tracy O'Connor LA Clerk</p>	<p>Apologies 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 and accepted from Beth Martin and Julie Edwards.</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 – 12 June 2023</p> <p>The minutes of the FGB on 12 June 2023 were an accurate record of the meeting and were approved by the Chair.</p> <p>AP2: Chair to sign the FGB Minutes – 12 June 2023 on GovernorHub.</p> <p>AP3: Clerk to send Winchester Diocese approved copy of the finalised minutes – 12 June 2023. Completed.</p>	Chair Clerk
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	Action Points – FGB 12 June 2023	Who
1.	MathShed – parents to be asked for feedback? 10 July 2023 – c/f	HT
2.	Chair to sign the FGB Minutes –13 March 2023 and 24 April 2023 on GovernorHub. Completed	Chair
3.	Clerk to send Winchester Diocese approved copy of the finalised minutes– 24 April 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?	BM
5.	<p>July agenda item – Review of implementation of Jigsaw and staff feedback. A session was held with parents which was well attended. The Presentation was uploaded to the website and highlighted on the Newsletter for any parent who missed the session. There were a lot of questions about the curriculum. Parents were highlighted to the curriculum link on the website. Some elements in Jigsaw have had to be tweaked to be age appropriate for the children. The feedback from the parents following the meeting was very good.</p> <p>AP5: 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.</p> <p>AP6: Jigsaw Presentation – agenda item December meeting.</p>	<p>Clerk</p> <p>HT</p> <p>Clerk</p>
6.	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.	BM
7.	FGB September meeting – Governors to advise questions to ask -Parent survey. No longer required - The FGB have decided on a different strategy.	Clerk
8.	HT to provide annual report of the number of complaints and broad areas of concern at the July meeting. Agenda Item	HT/Clerk

9.	Strategic Planning – NFLA – agenda item July meeting.	Clerk
10.	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
11.	WGBT – Monitoring Safeguarding in your school – VW to book. 30 October 2023 at 4:30 pm Diversity training – it was also proposed that a training session be held with the other Governing Bodies in the NFLA. The HT will take the proposal forward. AP9: Diversity training – HT to propose WGBT with the NFLA Governing Bodies.	VW HT
12.	C/fwd - Clerk to issue skills audit for completion. To be completed by end of term.	Clerk/All
13.	C/fwd - Clerk to issue the self-evaluation to Governors. Governors to complete by end of term.	Clerk/All

4.	<p>Head Teacher's Report (verbal)</p> <p>Attendance</p> <p>Whole school Attendance 94.4% (not including Pre-school) Pupil Premium 90.96% (22 children) SEND 92.36% (25 children)</p> <p>Q: Is Attendance back at pre-covid? Yes, attendance is back at pre-covid which is excellent.</p> <p>Phonics</p> <p>Year 1 (24/30 children) 80%</p> <p>Year 2 (10/12 children) 83%</p> <p>The year 2 data overall for the cohort is 93%. The interventions put in place have had a significant impact. The children who did not pass will continue to receive interventions and will be tracked.</p> <p>Ofsted Feedback</p>	
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	<p>The HT provided feedback following the Ofsted visit. When the Report has been received it will be shared with staff, Governors and parents.</p> <p>Q: Have the HT and staff had a proper chance to reflect on the positives? The staff have been happy with the feedback and information that they have received.</p> <p>4.3 Complaints – areas raised, lessons learned</p> <p>There have been 5 complaints this year from 3 different sets of parents. The HT advised the FGB what the area of the complaints were. All complaints were investigated and all procedures had been followed.</p> <p>4.4 Bullying incidents</p> <p>There were no bullying incidents.</p>	
5.	<p>Strategic Planning</p> <p>5.1 New Forest Learning Alliance 5.2 Current Impact 5.3 Future Developments</p> <p>The NFLA meeting has had to be rescheduled to 28 September 2023. The review will be to look at the mission statement, align Governors and propose joint training.</p> <p>The group was set up as a 2 year project. In year 1 there has been a soft collaboration. A second year is needed to see if there is a natural collaboration within the local New Forest Schools. It is still too early to make a decision.</p> <p>Staff have valued the new contacts they have made and established links for moderation and task design. WhatsApp links have been developed and networking has been set up which is positive.</p> <p>Year 2 will be exploring if we are thinking strategically and using those strengths to drive forward some of the initiatives and ideas.</p> <p>Q: Is there anything as Governors that the HT thinks they should be doing to support the direction of the NFLA? It will be important to introduce the Chairs and for them to discuss strategically NFLA.</p> <p>AP12: October agenda – feedback from NFLA meeting on 28 September 2023.</p>	HT

6.	<p>Budget and Finance</p> <p>Review/monitor spending against current budget plan</p> <p>Year 4 and year 6 will be recarpeted in the summer.</p> <p>The Parish Council were approached for funding for the school crossing. £1500 (one thousand five hundred) has been secured each year for the next 3 years towards the school crossing and the Parish Council will pay the remaining £4,500 (four thousand five hundred) to be reviewed annually.</p> <p>Funding has also been provided to the school for a defibrillator which will be sited by the school front door. The defibrillator can be used by the community and the school and is for adults and children.</p> <p>In discussion with the Mothers Union, Church and within the community going forward it is proposed to grow the Forest School and potentially open it up for other groups. The HT applied for a grant for £10,000 (ten thousand) for an outside forest school shelter and this has been accepted. During the summer holidays there will be the Forest School space and site available which could be used not only by the holiday club but by other organisations with potentially some income being generated.</p> <p>The Forest School Shelter will be installed shortly and will accommodate 20 people sitting down and will have wheelchair access. The interaction that will be available between visitors and children will enhance the offer.</p> <p>The Sports Premium funding £7,500 (seven thousand five hundred) has been used to purchase outside gym equipment. The children are really enjoying the new equipment and when funds are available the school would like to purchase more.</p> <p>Q: Hampshire has been selected as one of the places by the Government for financing wraparound care. Brockenhurst are currently providing wraparound care. Will there be any funding received?</p> <p>No news has been received to date. It is presumed that the funding may be proportionate per school.</p>	
7.	<p>School Improvement Plan 2023/24</p> <p>The School Improvement Plan was reviewed and discussed at the HTPM. The Governors made some suggestions for development.</p> <p>AP13: Agenda item September – SIP 2023/24</p>	HT

8.	<p>SEND</p> <p>Our LLP visited the school as part of a County wide disadvantaged review. The purpose of the visit was to provide County with a report of the provision and resources.</p> <p>She confirmed that disadvantaged and SEND Children are totally part of the school. They are interwoven within and the school is inclusive. They receive the extended school provision. No children miss out as a result of the setting and the curriculum.</p> <p>Targets identified –</p> <ul style="list-style-type: none"> • KS2 fluency project to embed and cascade. • Enrichment – develop further equity rather than equality. 	
9.	<p>Safeguarding</p> <p>The Safeguarding Learning walk was completed. The report will follow. Actions were identified and will be included in the report.</p> <p>The HT advised that at the Inset Day in September a discussion/review will be made of the School Lock Down Procedure.</p>	
10.	<p>Staff Wellbeing</p> <p>Following the Ofsted visit and the positive outcome the pressure has lifted and staff are relieved. The staff are incredibly busy and tired and looking forward to the summer holiday.</p>	
11.	<p>Governor Matters</p> <p>11.1 Governor Link Visits</p> <p>Governor Link Visits have been completed/re-arranged and reports have been written up.</p> <p>11.2 Governor Training</p> <p>Chairs Network – VW – 28 June 2023 DSL annual conference – VW – 15 June 2023</p> <p>Understanding the Governors’ role in monitoring and evaluating SEND – KT – 15 June 2023 AP14: KT to send SEND slides. Completed.</p>	KT

Training Booked

Essential training for Safeguarding Governors – JP – 12 October 2023

Holding Leaders to Account – DD - 12 October 2023

Strategic Leadership – DD – 16 November 2023

Understanding data in Primary Schools – DD – 27 November 2023

Behaviour Management – The Governors' role – DD – 25 March 2024

11.3 Governor feedback from any other meetings

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.

The Financial Audit was completed on 26 June 2023. There were no non-compliances and only 1 minor observation (items not recorded on the school asset register) which was rectified immediately. The school continues to exercise proper control over public money and resources. The next Financial Audit will be due in June 2026.

11.4 Exit interviews completed and points arising

No exit interviews have been completed over the academic year as no staff have left.

11.5 Governor roles and responsibilities next academic year

The Chair will meet with each individual governor for their annual review discussion over the summer. Governors were encouraged to think about their roles and responsibilities for the next academic year.

KT - Parent Governor Term of Office expires on 24 October 2023. A Parent Governor election will need to be conducted in the Autumn term.

AP15: Chair to contact Governors to arrange annual review discussions.
AP16: Sept Agenda item – Governor roles and responsibilities next academic year.

11.6 Staff Survey

As Ofsted have just conducted a staff survey it was agreed to complete the next survey in the spring.

Chair
Clerk

	<p>11.7 Publishing Board Diversity data There will be a significant focus on Diversity next year. Governors are encouraged (not statutory) to complete the Diversity section on GovernorHub – Profile – About You – Personal Information. No one else is able to see your data.</p> <p>The personal information is gender, sex, Ethnic group, religion, sexual orientation, education, long term conditions.</p> <p>11.8 Annual Governor letter to parents</p> <p>It was agreed that the Governor letter would be issued with the Ofsted report to parents in September. AP17: Chair to complete the annual Governor letter and issue with the Ofsted report in the Autumn.</p>	Chair
12.	<p>Health and Safety (Verbal Update)</p> <p>The annual audit inspection has been completed.</p>	
13.	<p>Review of implementation of Jigsaw and staff feedback</p> <p>Discussed at item 3 AP 5 in minutes.</p>	
14.	<p>Parent Governor Feedback</p> <p>The school fayre was a huge success. The feedback has been very positive. There were a lot of visitors from the community and families who attended which was excellent.</p> <p>The year 6 children were absolutely amazing. Their strategies for engaging their customers were excellent.</p>	
15.	<p>Documents and Policies for review and approval</p> <p>There were no policies for review.</p>	
16.	<p>Correspondence</p> <p>There are currently 2 complaints running which have been investigated at stage 1. They have been informed the next stage would be stage 2 and a Governor Panel would be required. The Clerk will co-ordinate and support the process.</p> <p>Governors were encouraged to complete the Governor Services e-learning.</p>	

	https://www.hants.gov.uk/educationandlearning/governors/governors-intranet/advice-support-centre/complaints	
17.	Items to Consult/Inform Parents There were no items to consult/inform parents.	
18.	Any Other Business There was no any other business.	
19.	Dates for future meetings FGB – meetings start at 4:30 pm Monday 11 September 2023 HTPM – meetings start at 8:30 am Monday 18 September 2023	
20.	Impact Statement <ul style="list-style-type: none"> • Installing a Defibrillator • Obtained funding for school crossing • New Forest Learning Alliance –discussed view that another year will help us understand if this is a strategic group • Response to Ofsted – how to continue to grow on the journey we are on. How can we ensure that we keep motivated? 	
	The Chair thanked everyone for attending and for their valued contributions. The meeting ended at 6:10 pm.	

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9.	Diversity training – HT to propose WGBT with the NFLA Governing Bodies.	HT
10.	Skills Audit - To be completed by end of term.	Clerk/All
11.	Self-evaluation – To be completed by end of term.	Clerk/All
12.	October agenda – feedback from NFLA meeting on 28 September 2023.	HT
13.	Agenda item September – SIP 2023/24	Clerk/HT
14.	KT to send SEND slides. Completed.	KT
15.	Chair to contact Governors to arrange annual review discussions.	Chair
16.	Sept Agenda item – Consider Governor roles and responsibilities next academic year	Clerk
17.	Chair to complete the annual Governor letter and issue with the Ofsted report in the Autumn.	Chair

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