



Brockenhurst Church of England Primary School And Pre-School

Full Governor Board Meeting

On Monday 6 November 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 Jo Plummer (JP) Foundation Kevin Plummer (KP) Local Authority Andy Simmons (AS) Parent Governor – <i>joined the meeting at 5:30 pm</i></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>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>	
3.	<p>Minutes of Last FGB Meeting –2 October 2023</p> <p>5.1 To agree and sign minutes of previous meeting 5.2 Matters arising and action points (Action points below)</p> <p>The minutes of the FGB on 2 October 2023 were an accurate record of the meeting and were approved by the Chair. AP2: Chair to sign the FGB Minutes 2 October 2023 on GovernorHub. AP3: Clerk to send Winchester Diocese approved copy of the finalised minutes – 2 October 2023. Completed.</p>	Chair Clerk

	Action Points – FGB 2 October 2023	Who
1.	RE Presentation to be circulated to the FGB. Completed	Clerk
2.	Chair to sign the FGB Minutes – 11 September 2023 on GovernorHub. Completed	Chair
3.	Clerk to send Winchester Diocese approved copy of the finalised minutes – 11 September 2023. Completed.	Clerk
4.	Governors to update Declaration of interests for new academic year on GovernorHub. Some Governors still need to complete their Declaration of interests.	All
5.	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) Completed	All
6.	Parents to be asked for feedback on all online learning via SurveyMonkey in November after Parents evening. Governors discussed the questions to be included. Is the quantity appropriate? Is it manageable? Are there any barriers to accessing the learning? Do you feel the homework is purposefully why or why not? How safe do you think your child is online and what would you do if you had a concern? The survey will be issued at the end of November. BM, JP and Alana to meet to refine the questions.	HT
7.	Jigsaw Presentation – agenda item Dec 2023 meeting.	Clerk

8.	Parent Governor Expressions of Interest to be included in the Newsletter. The deadline is before half term. The HT will issue a reminder. Completed. New Parent Governor appointed	HT
9.	H&S Governor to arrange a site walk. Completed	KP/HT
10.	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. The Safeguarding Plan has been updated.	VW/Clerk
11.	Pre-school feasibility study to Governors – January agenda.	HT
12.	VW to explore WGBT – Governor Services – Diversity training The Chair approached Governor Services to discuss working with other governors and training available on equalities and diversity. There is equalities training available for Whole Governing Bodies. Governing Bodies can also ask if they can offer bespoke training. The training can be booked as additional training or it could be considered as the topic for 2024/25 and it could be delivered in the summer term. MMD will explore the training available on the Learning Zone.	Chair
13.	Complaints policy – include in policy that the Governing Body will take advice from HCC Governor Services to obtain clarification/verification where necessary. HT to amend policy and circulate. Completed	HT

4.	<p>Head Teacher's Report (verbal)</p> <p>4.1 Current challenges and celebrations</p> <p>The current challenge is balancing staff and maintaining services. This is due to illness and training. Options are being looked at to provide back-up and support. Trying as much as possible to ensure there is no drop in service. Everything is covered. No staff have had to miss their training.</p> <p>Q: Is there anything the Governors can do to support? There is nothing specifically that the Governors can assist with.</p> <p>Q: How are staff feeling? It has been very difficult and stressful. It has been difficult to liaise and organise. Where possible responsibilities have been shared to ensure it does not have a negative effect on staff.</p>	
----	--	--

	<p>Celebrations</p> <p>Word of mouth and how the school is seen is very good. The Headteacher continues to show new families around the school which is very promising going forward.</p> <p>4.2 Attendance data (academic year 22/23 and first half of Autumn Term 2023)</p> <p>2022/23 attendance</p> <p>Overall 94.4% by the end of the year Pupil Premium 90.93% SEN 92.44%</p> <p>Autumn term 2023</p> <p>Overall 95.7% Pupil Premium 90.27% SEN 93.5%</p> <p>MMD and JE will be attending the Hampshire school avoidance training.</p>	
5.	<p>Strategic Planning</p> <p>Review of strategic ambition 4 and further planning Strategic ambition 4 - To form strong partnerships with other schools and education providers</p> <p>Q: How do we know we are achieving ambition 4?</p> <ul style="list-style-type: none"> • Governance arrangements continually reviewed to ensure there is strong and effective leadership in place. <p>The governance arrangements were reviewed in the summer term. Ofsted did not identify any governance issues during their visit.</p> <ul style="list-style-type: none"> • New formal and informal arrangements are in place with other schools and education providers. <p>A strategic meeting was held with the New Forest Learning Alliance. Moving forward the Inset days will be more purposeful, aligned and inclusive for all staff including Teaching Assistants and the wider team.</p> <p>The school give the children the opportunity to participate in RIPA Rugby. Winchester University are visiting the school to support with the delivery of French.</p>	

	<p>The discussion evidenced that the school are leading and participating in arrangements with other schools and education providers.</p> <p>Collaboration was discussed at a previous meeting. Q: What would the Governing Body want to collaborate formally with other schools?</p> <p>Complaint and Grievance procedures Exclusions and Appeals Training for Governors Curriculum – Forest School Interview Panels Health and Safety</p> <p>AP8: Chair to arrange a meeting date in January with the Chairs of the NFLA.</p>	Chair
6.	<p>Budget and Finance</p> <p>6.1 Approve revised budget by 30 November</p> <p>AP9: Following a review of the revised budget by KP the revised budget will be sent to the Governors for their approval.</p> <p>6.2 Benchmarking (using Hampshire Benchmarking tool)</p> <p>Hampshire provide a comparison tool which will find 4 schools that are very similar – number on roll, area, diversity, ethnicity. You can select other schools if you want to. It is interesting to compare schools, make comparisons and identify trends. It provides an opportunity to scrutinise the data.</p> <p><i>AS joined the meeting at 5:30 pm</i></p> <p>6.3 SIP Finance Review</p> <p>Sports and gym equipment will be purchased to invest in mental wealth.</p> <p>6.4 Pay Committee Report</p> <p>Guidance has been received today regarding the teacher pay award. KP, JP, VW and the HT met. The HT presented the information from the staff reviews. Based on the information that was provided and the recommendations because it was a very thorough, rigorous process the proposals were approved.</p> <p>HTPM</p>	KP/ MMD

	<p>The Committee met in June and reviewed the targets had been set. In September they met again with the Lead Learning Partner Debbie Allen and four new objectives were set which were shared with the Governors. The objectives will be reviewed with the HT in February 2024.</p>	
7.	<p>School Improvement Plan</p> <p>1.3 Strategic development of NFLA (New Forest Learning Alliance) creating a purposeful direction, influencing school improvement</p> <p>Discussed previously in the minutes.</p> <p>1.4 Implement governance action plan 23/24</p> <p>1.5. Challenge progress, achievement and attainment of all pupils and associated groups</p> <p>The Inset days were held as twilights. Handwriting, phonics and the reading fluency project were reviewed.</p>	
8.	<p>SEND update</p> <p>The EP will visit the school to undertake a formal observation, consultation and report for a child. The EP will also consult with JE to discuss a child who may require an EHCP.</p> <p>The EP will attend the staff meeting to provide feedback following the Dyslexia friendly classroom audit and provide targets which will be reviewed later in the year.</p> <p>A referral has been submitted for Speech and Language. There are some children with communication needs.</p> <p>The audit has been completed. The Action Plan will be available next term.</p> <p>JE had issued to parents The Good Mental Health Handbook: a guide for parents and carers. Feedback received from the parents has been extremely positive. The guide has been very helpful. It will empower parents to help their children be happy.</p>	
9.	<p>Safeguarding</p> <p>Safeguarding Plan 2023/24</p> <p>The Safeguarding Plan has been updated. Attendance has been reviewed.</p>	

	A meeting is arranged with MMD, JP and VW to conduct their termly visit. They will conduct a walk, undertake the actions from the Governing Body training and discuss external providers and the safeguarding policy.	
10.	<p>Staff Wellbeing</p> <p>It has been very busy and hectic. The challenges have been discussed previously.</p> <p>If Governors are able to support with the Nativities that would be appreciated.</p>	
11.	<p>Governor Matters</p> <p>11.1 Damon Holmes (Co-opt Governor)</p> <p>Damon Holmes was appointed Co-opt Governor so he could be on the panel of a stage 2 meeting. The meeting has now been resolved. The Governors agreed that Damon's term of office had now ended.</p> <p>11.2 Governor Link Visits – review governor responsibilities</p> <p>A review was undertaken of the governor responsibilities. It was agreed that PSHE and Sport would be allocated to Andy Simmons.</p> <p>It was agreed by the Governors that for core subjects – literacy, maths, SEN, Safeguarding termly visits would be conducted. All other subjects would have twice yearly visits. Governors should contact their area leads.</p> <p>AP10: Action Plans – Governor Link Visits - BM to feedback to staff.</p> <p>11.3 Feedback from Governor Training</p> <p>Essential training for Safeguarding – JP attended the course on 12 October 2023. Following the training there were questions that Governors should discuss. The training was very positive. Safer Recruitment training should be reviewed every 4 years maximum because things have changed and continue to change.</p> <p>Q: Are we confident as Governors all Safeguarding/Child Protection systems are robust?</p> <p>The evidence is available in the walks, plans and audits that are undertaken. Safeguarding/Child Protection is prominent in every Governor meeting.</p> <p>Q: Is the staff induction overseen by Governors?</p> <p>When the last learning walk was completed new staff and students visiting were asked about their induction training.</p>	BM

	<p>Q: Do the Governors know what happens if a child does not arrive at school? The Governors know what procedures are in place if a child does not attend.</p> <p>Q: What do the Governors think is the safeguarding question that they should be asking? Do you know where every child is?.</p> <p>Q: Is Child Protection communicated differently with vulnerable children? If it was necessary it would be adapted appropriately. Governors have seen evidence of this.</p> <p>Development and Training Governor network was attended by VW on 17 October 2023. Governors were reminded to cancel if they could not attend training. The Training and Development overview had been issued with the documents to the Governors.</p> <p>Pupil wellbeing in Primary Schools – VW to attend – 8 November 2023</p> <p>11.4 Feedback from WGBT - Monday 30 October 2023 at 5:30 pm – Monitoring Safeguarding in your school</p> <p>The feedback from the trainer was very complimentary. He was very impressed. Participation in the meeting was shared between Governors and their knowledge and understanding was very good. Governors felt re-assured by their discussions of their knowledge and skills.</p> <p>11.5 Governor feedback from any other meetings</p> <p>Residential – The residential was extremely well run and well organised. The venue and activities were good. The children were well behaved and enjoyed it. Thank you to the staff.</p> <p>SO412 – The cheque was given to the Chair of Governors. Meetings are held on the fourth Sunday of the month for families from 10:30 am – 11:15 am. Two meetings have taken place. There has been a good response and positive feedback.</p>	
12.	<p>Health and Safety (Verbal Update)</p> <p>12.1 Site Walk</p> <p>The H&S Governor completed a site walk. There were a couple of minor things to report. The perimeter fence to the side of the playground is beginning to lean. This will need to be reinforced.</p>	

	<p>Outside of the school the 20mph road sign is covered by tree growth.</p> <p>David has been trained and will be completing the Portable Appliance Testing over the next couple of weeks. This will be a considerable saving.</p> <p>Fire Risk Assessment- the fire brigade will visit the school to complete their compliance check.</p> <p>The school sign in the car park is wobbly.</p> <p>12.2 Training</p> <p>All staff must complete the fire safety training.</p>	
13.	<p>Parent Governor Feedback (Opportunity for parent governors to inform Governing Body of any particular issues)</p> <p>Positive feedback had been received from parents on The Good Mental Health Handbook: a guide for parents and carers.</p> <p>It was suggested that some schools send out text messages when there is an emergency. Some parents do not receive notifications for emails and these could be missed. Is this something the school could consider? The school have researched this previously. The SIMS lite package that is used when enquired previously was advised that it was not available. Parentmail is used but the school have to pay per text which would have a financial impact. It is trying to find something that is not budgeting children's money for text messages.</p> <p>AP11: Sims lite package – use of text messages in an emergency. MMD to revisit.</p>	MMD
14.	<p>Documents and Policies for review and approval</p> <p>There were no documents for review and approval.</p>	
15.	<p>Correspondence</p> <p>No correspondence has been received.</p>	
16.	<p>Items to Consult/Inform Parents</p> <ul style="list-style-type: none"> • Work on online learning survey. • Defibrillator training – Monday 13 November 2023 – school hall 6:30 pm to 8:30 pm • Use of text messages in an emergency 	
17.	<p>Any Other Business</p>	

	The HT sent his apologies. He will not be attending the next meeting on Monday 4 December 2023. There will be 2 presentations. The HT written report will be issued prior to the meeting. Any questions to be referred to the HT.	
18.	<p>Dates for future meetings</p> <p>FGB – meetings start at 4:30 pm FGB Monday 4 December 2023 (Jigsaw Presentation)</p> <p>HTPM – meetings start at 8:30 am Wednesday 21 February 2023</p>	
19.	<p>Impact Statement</p> <ul style="list-style-type: none"> • Safeguarding • Impact homework/learning • Staff wellbeing • Consider parent request for communication • Health and Safety 	
	<p>The Chair thanked everyone for attending and for their valued contributions.</p> <p>The meeting ended at 6:30 pm.</p>	

	Action Points – FGB 6 November 2023	Who
1.	Chair to sign the FGB Minutes – 2 October 2023 on GovernorHub.	Chair
2.	Clerk to send Winchester Diocese approved copy of the finalised minutes – 2 October 2023. Completed.	Clerk
3.	C/fwrđ - Governors to update Declaration of interests for new academic year on GovernorHub.	All
4.	Parents to be asked for feedback on all online learning via SurveyMonkey in November after Parents evening. Governors discussed the questions to be included. The survey will be issued at the end of November. BM, JP and Alana to meet to refine the questions.	BM/JP and Alana

5.	Jigsaw Presentation – agenda item Dec 2023 meeting.	Clerk
6.	Pre-school feasibility study to Governors – January agenda	HT
7.	VW to explore WGBT – Governor Services – Diversity training The Chair approached Governor Services to discuss working with other governors and training available on equalities and diversity. There is equalities training available for Whole Governing Bodies. Governing Bodies can also ask if they can offer bespoke training. The training can be booked as additional training or it could be considered as the topic for 2024/25 and it could be delivered in the summer term. MMD will explore the training available on the Learning Zone.	VW/MMD
8.	Chair to arrange a meeting date in January with the Chairs of the NFLA.	Chair
9.	Following a review of the revised budget by KP the revised budget will be sent to the Governors for their approval.	KP/MMD
10.	Action Plans – Governor Link Visits - BM to feedback to staff.	BM
11.	Sims lite package – use of text messages in an emergency. MMD to explore.	MMD

Roles and Responsibilities

Area	Governor
Art	Lucy Ladd
DT	Vicky Wales
English	Jo Plummer
Humanities (Geography/History)	Lucy Ladd
Maths	Denis Dooley
Modern Foreign Languages	Vicky Wales
Music	Vicky Wales
RE	Jo Plummer
Relationship and Sex Education (PSHE)	Andy Simmons
Science	Simon Newham
Sport	Andy Simmons
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