



Brockenhurst Church of England Primary School And Pre-School

Full Governor Board Meeting

On Monday 2 October 2023 at 4.30 pm

MINUTES

<p><u>Present:</u> Vicky Wales (VW) Foundation (Chair) John Littlewood (J Li) Headteacher Denis Dooley (DD) Co-opted 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 Kirsty Tomblin (KT) Parent</p> <p>In Attendance: - Tracy O'Connor LA Clerk Julie Edwards (JE) Associate</p>	<p><u>Apologies</u> 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.

<p>Presentation – RE</p> <p><u>Action Plan 2022-2023</u></p> <p>1. To update the Long Term Planning for school based on living difference with progression statements Long Term Planning has been adapted and updated in collaboration with the Diocese to ensure coverage. Golden Threads woven throughout this has been observed but still ongoing</p> <p>2. To maintain the use the planning cycle inquiry Front cover sheets introduced and implemented for each unit of work, supports teachers with the planning cycle and places more empathises on the importance of the learning journey to children – includes key Vocabulary</p>	
--	--

3. To ensure R.E is accessible to all ensuring it allows creative memorable opportunities for children, allowing thinking/ reflection time
Children have time to reflect and question new concepts. Lessons are planned carefully to include all,
Include art, drama, stories and videos.
4. To ensure teacher are assessing each cycle of the inquiry
Teachers assess against the inquiry, assessments are collects half termly after each unit.

Swot Analyse of Subject Summer 2023

Curriculum Subject Area: R.E	Subject Lead: Rachel Platt
Strengths (now) What is going well within the subject?	Weaknesses (now) What is not going well within the subject?
<ul style="list-style-type: none"> ❖ Discrete subject ❖ Good link supportive Governor who challenges ❖ Spirituality in the hall – during workshops ❖ Clear cycle of inquiry – since staff meeting ❖ Increase focus on key vocabulary ❖ Lessons respond to children's views ❖ Since tweaking Long Term Planning - Beyond coverage – including Buddhism and Humanism (year 5 and 6) ❖ Clear understanding ❖ Planning and resources ❖ Support HANTS and Dioceses ❖ Good links with church – Mel, Simon, Little Flames, worship, prayer area 	<ul style="list-style-type: none"> ❖ Timetabling ❖ Visits e.g. Synagogue, Mosque, Temple- possible year 3 and 4 ❖ Visitors into school
Opportunities (next steps) What can be developed within the subject?	Threats (future) What would weaken the subject
<ul style="list-style-type: none"> ❖ Visitors/ trips ❖ New Forest Alliance – RE leads ❖ Co-ordinators – moderation ❖ Creativity – P4C, drama, Art ❖ Videos – BBC Clips/ R.E Today/ Stripe and Spot 	<ul style="list-style-type: none"> ❖ Block R.E – missed children if they are absent for a period of time however enable children to access and build on concepts

Action Plan 2023-2024

1. To prepare for SIAMS inspection 2024/2025
2. To embed creativity across R.E – including experiences and visitors
3. To ensure that learning journeys are consistent across the school, including the use of new front covers for learning objectives
4. To ensure that teachers access new planning and resources for new units

Pupil conferencing and work samples summer 2023

Main findings:

	<ul style="list-style-type: none"> ❖ Children love creative/active lessons – including drama, videos, quizzes, mind maps Stories, looking at artefacts – bringing it to life. ❖ At the end of the unit, have an opportunity for children to recap what they have learnt, so that they can summarise their learning about a particular religion. ❖ Opportunity to revisit concepts at a later date. ❖ Consider trips/visits to enhance the children's understanding of a religion even more. <p>Additional Information</p> <p>Secured a grant with Jerusalem Trust- New bibles More appropriate and recommended by Hampshire County Council</p> <p>Governors were invited to ask questions.</p> <p>Q: What visits are being planned? A group are coming into school for key stage 1 to explore Diwali. Visits to a synagogue – to explore different places of worship Southampton Mosque</p> <p>It is also important that the children have a good understanding of the places of worship in their locality. It is important to bring diversity to life and to make links with other religions.</p> <p>Q: Would you agree that what has already been put in place has really involved the staff? Honest feedback has been received from the staff and the children. The changes have been clear and have been positively received. Staff are all on board.</p> <p>Q: Is there anything that the Governors could do to help going forward? The Link Governor has been very valuable. The Link Governor has been very supportive but in a challenging way.</p> <p>The Governors thanked Rachel for her informative and helpful presentation. AP1: RE Presentation to be circulated to the FGB. Completed</p>	Clerk
		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 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 – 11 September 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 11 September 2023 were an accurate record of the meeting and were approved by the Chair.</p> <p>AP2: Chair to sign the FGB Minutes – 11 September 2023 on GovernorHub. AP3: Clerk to send Winchester Diocese approved copy of the finalised minutes – 11 September 2023. Completed.</p>	Chair Clerk

	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. C/fwrđ AP4	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) C/fwrđ AP5	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. Completed	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. C/fwrdr AP6	HT
8.	Jigsaw Presentation – agenda item Dec 2023 meeting. C/fwrdr AP7	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. Discussed at item 5.	HT
11.	October agenda – feedback from NFLA meeting on 28 September 2023. Discussed at item 5.	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. C/fwrdr AP8	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. Completed	HT
14.	KS1/2 and phonics - Governors asked that a thank you be given to all the staff. The results are very impressive. Completed	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. A positive meeting was held with Brockenhurst College and Immersive cultural diversity days were discussed. Brockenhurst will let the college know what they are planning and they may be able to work alongside with the school. Chinese New Year may be an event they could work with the school on.	HT
16.	Parent Governor Expressions of Interest to be included in the Newsletter. The deadline is before half term. The HT will issue a reminder. AP9	HT
17.	'Meet the child and family worker' – Monday 18 September 2023 at 6:30 pm – reminder in Newsletter. The meeting was well attended and was very positive.	HT
18.	H&S Governor to arrange a site walk. C/fwrdr AP10	KP

19.	KP to send the HT Wessex Internet details. Completed	KP
-----	---	----

4.	<p>Head Teacher's Report (written)</p> <p>4.1 Current challenges and celebrations 4.2 Attendance report by groups</p> <p>There are 207 children on roll which is the same as last year. This week it is census week. 18 children have now moved to Year R from the Pre-school. Numbers have slightly decreased at Pre-school but these will increase throughout the year.</p> <p>Pre-school</p> <ul style="list-style-type: none"> There is a need for an under 2 years provision, Some parents and the local community have mentioned that this would meet their needs. It would also increase our offer and be unique to our school locally. <p>The school has been very successful with the Pre-school. However it has been identified that there is not a growth element going forward. From talking to parents and other providers it would appear that other schools are setting up Pre-schools for children age 3 and 4 years. However there is a huge waiting list for children under 2 years. This is an area need.</p> <p>The school have been very proactive previously at developing provision. A feasibility study is required and see if it is viable –</p> <ul style="list-style-type: none"> Is there a need and would it be met? Is there funding for converting? <p>A feasibility subgroup was set up to work alongside the HT – KP, DD and VW.</p> <p>AP11: Pre-school feasibility study to Governors – January agenda.</p> <p>Q: Where is baseline now? Children obtain a score of 1, 2 or 3. The baseline may be used to indicate how a school has added value. Each child is assessed on entry to school so we know their starting points and the progress they are making.</p>	HT
5.	<p>Strategic Planning</p> <p>5.1 New Forest Learning Alliance (feedback from meeting 28 September 2023)</p> <p>The New Forest Learning Alliance met and the meeting was very purposeful. The key brief for the day was looking at what is the purpose of being together</p>	

	<p>and developing the Mission Statement as a group. Where do the Insets and shared collaborative time go? Training by HIAS can be used across the alliance and costs shared.</p> <p>Governor training and Governing Bodies working together was discussed. All Headteachers and Governors are invited to the following training -</p> <p>12 October 2023 – 6 pm – 8 pm – Monitoring and evaluating with a safeguarding focus – South Baddesley</p> <p>16 November 2023 – 6 pm – 8 pm – Working with parents – William Gilpin</p> <p>30 November 2023 – Staff Wellbeing – Milford on Sea</p> <p>AP12: VW to explore WGBT – Governor Services – Diversity training</p> <p>School Improvement Plans were reviewed to look at common themes to identify Inset and bringing people together.</p> <p>Outdoor learning – Forest School and Beach School were shared and opportunities will be explored going forward.</p> <p>Going forward a governance meeting (HT, Chairs and Governors) will be scheduled for the end of November/December.</p> <p>The meeting was very purposeful and the NFLA is moving forward.</p>	Chair
6.	<p>Budget and Finance</p> <p>6.1 Review/monitor spending against current budget plan – Pre-school</p> <p>6.2 Review/monitor spending against current budget plan – Primary school</p> <p>6.3 Pre-school budget</p> <p>The Governors thanked MMD for her hardwork in preparing the budgets.</p> <p>A healthy budget is being maintained and numbers for census should be identical to last year meaning the 3-year budget is secure. Possible training and facility changes are checked against the budget to ensure affordable and part of the school's long term future security and sustained growth.</p> <p>The HT explained the key points for each budget – one for the Pre- School and one for the school. Currently each budget operates separately however Hampshire Financial Services who monitor the budget require them to be amalgamated as one budget .</p>	

	<p>Included in the Pre-School budget there is a figure for each area (buildings and maintenance, water, energy, sewage, learning resources, ICT) which is a proportion of the main school. This is based on the number of sessions held.</p> <p>Significant donations have been received this year to the school particularly for the crossing patrol and for other areas.</p> <p>Budget revision will be discussed at the November meeting.</p> <p>The Governing Body approved the budgets for the Pre-school and school.</p> <p>Governors discussed in detail the options of continuing with 2 budgets being presented or for the future only one budget. It was acknowledged that the current arrangement of two separate budgets had been set up so governors could monitor and understand the income and costs of the Pre-School. Charges have been made to the Pre-School budget for SLAs with Hampshire where there has been no increase in costs due to the Pre-School being part of the school. This has had the impact of the Pre-School subsidising the school as these SLAs would still need to be paid at these costs even if the Pre-School was no longer being run by the school.</p> <p>Governors took the decision to lower the age range of the school rather than operate the Pre-School separately.</p> <p>The Governors agreed going forward they would like the budget shown as one joint budget with information available detailing Pre-school sessions attended, current costs and charges to parents.</p> <p>It was proposed that all charges should be reviewed annually including the Pre-School and MMD would provide this information to FGB at the appropriate time.</p>	
7.	<p>School Improvement Plan</p> <p>4.3 Provide a minimum of 6 weeks Forest School outdoor learning experience for all pupils</p> <p>The Forest School is fully established with 2 further people taking on training. Training has started and is going well. The additional people may be used to open up the Forest School to other schools to share experiences and the site.</p> <p>1.3 Strategic development of NFLA (New Forest Learning Alliance) creating a purposeful direction, influencing school improvement</p> <p>Moving forward with Governors and staff having more cross over. Development and training discussed at item 5.</p>	

8.	<p>SEND update</p> <p>The Visual Advisor visited the school to monitor the provision and progress of an individual child. She was very pleased with the progress being made.</p> <p>A virtual team meeting with the speech and language advisor will be held. There are a lot of children under review and it is important that they continue to have support from the service.</p> <p>The EP attended the school to look at low level literacy and dyslexia. Classroom environments were observed and how the school can support those children. An audit has been completed and a follow up meeting will be held in November. Actions and feedback will be given to staff.</p> <p>JE will attend the EMTAS conference in October.</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>	
9.	<p>Safeguarding</p> <p>There are a number of cases with social care involvement currently.</p>	
10.	<p>Staff Wellbeing</p> <p>It has been a very busy start to the term.</p> <p>Feedback received from staff from the Ofsted Report was that they felt the school was better than good.</p>	
11.	<p>Governor Matters</p> <p>11.1 Governor Link Visits No link visits have taken place yet. Governors did attend Calshot with the staff and children.</p> <p>11.2 Governor Training – WGBT - Monday 30 October 2023 at 5:30 pm – Monitoring Safeguarding in your school A reminder was given to the Governors.</p> <p>The Chair will attend the Governor Conference. This will provide an opportunity to meet with other Governors.</p> <p>11.3 Governor feedback from any other meetings</p>	

	There was no feedback from any other meetings.	
12.	Health and Safety (Verbal Update) 12.1 Site Walk Scaffolding is being installed to repair a leak. The H&S Governor will arrange a site walk.	
13.	Parent Governor Feedback (Opportunity for parent governors to inform Governing Body of any particular issues) There was no feedback to note from the Parent Governor.	
14.	Documents and Policies for review and approval Model Pay Policy – The Governors agreed in principle to adopt the HCC Pay Policy when HCC have issued the model Pay Policy.	
15.	Correspondence The stage 2 complaint has been heard and the process has now been closed. AP13: 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.	HT
16.	Items to Consult/Inform Parents <ul style="list-style-type: none"> Parent Governor Vacancy 	
17.	Any Other Business Kirsty Tomblin – Term of Office ends 24 October 2023 KT has decided to step down from her role as Parent Governor. KT has enjoyed working with the Governing Body and has learnt a lot. The Governing Board wished KT well and thanked her for her hardwork and commitment. She will be missed!	
18.	Dates for future meetings FGB – meetings start at 4:30 pm Monday 6 November 2023 HTPM – meetings start at 8:30 am Wednesday 21 February 2023	

19.	Impact Statement <ul style="list-style-type: none"> • RE presentation. • Discussed the NFLA meeting and the way forward. • Reviewed the budgets. 	
	The Chair thanked everyone for attending and for their valued contributions. The meeting ended at 6:40 pm.	

	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.	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.	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)	All
6.	Parents to be asked for feedback on all online learning via SurveyMonkey in November after Parents evening.	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.	HT
9.	H&S Governor to arrange a site walk.	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.	VW/Clerk

11.	Pre-school feasibility study to Governors – January agenda.	HT
12.	VW to explore WGBT – Governor Services – Diversity training	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.	HT

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)	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	Pay Committee John Littlewood

Simon Newham Kevin Plummer Tracy O'Connor (Clerk)	Jo Plummer Kevin Plummer Vicky Wales
---	--

MINUTES APPROVED

Signature

Name (PRINT)

Position

Date