



Brockenhurst Church of England Primary School And Pre-School

Full Governor Board Meeting

On Monday 4 December 2023 at 4.30 pm

MINUTES

<p><u>Present:</u> Vicky Wales (VW) Foundation (Chair) Denis Dooley (DD) Co-opted 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 Andy Simmons (AS) Parent Governor</p> <p>In Attendance: - Tracy O'Connor LA Clerk Julie Edwards (JE) Associate Alana Blick – (AB) English Lead</p>	<p><u>Apologies</u> John Littlewood (J Li) Headteacher Beth Martin (BM) Staff</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
<p>English Presentation – Alana Blick</p> <p>The presentation was shared with the Governors and uploaded to GovernorHub.</p> <p>Last Year</p> <ul style="list-style-type: none"> ◦ Book fair – raised money for the school (£651.00) ◦ Reading club – Y1, Y2, Y3 ◦ KS2 Moderation ◦ OFSTED <p>The book fair was linked to a whole book day. There was a real focus on reading for pleasure and a love of books. The book fair was a huge success.</p>	

	<p>A reading club has been introduced in year 1, year 2 and year 3. The primary purpose of the reading club is to promote reading for pleasure and giving children access to a variety of texts. Links have been made with the School Library Service to think about a variety of themes – dinosaurs, space, animals. Each session starts and ends with a story time. Fiction, non-fiction, read aloud, poetry and craft activities are also undertaken.</p> <p>This year KS2 moderation has taken place for year 6 looking at the end of KS2 teacher assessment framework. Beth Martin worked incredibly hard preparing for moderation. All of the hardwork that she had completed throughout the year lead to a very successful KS2 moderation visit. All judgements were agreed.</p> <p>Ofsted was very positive for the school.</p> <p>Q: Have the reading clubs had an impact on the levels of reading? The purpose of the club is to come and relax and enjoy activities that promote a love of reading. Feedback received is that the children really enjoy the club. The club is promoting the enjoyment of reading rather than the learning.</p> <p>Q: Will you do a reading club for KS2? It would be nice to run a club for KS2. It would be important to ensure that KS2 was as engaged and as enthusiastic as KS1.</p> <p>Q: Did the KS2 moderation lead to any changes being made? A review will be undertaken of our internal moderation systems. How are we going to moderate and ensure that the judgements are secure? The moderator had some positive ideas through Task Design that could allow you to show and end of KS2 greater depth writer.</p> <p>Last year a lot of work was completed thinking about vocabulary across the curriculum and supporting children with their vocabulary development.</p> <p>Another area that work has been completed on is the reading spines. Governors were shown an example of a reading spine. You could see that every child was having access to fiction, non-fiction, poetry and different genres. Progression can be seen from year R to year 6. The reading and vocabulary spines are working documents that teachers edit and adapt.</p> <p>A statement was shared with the Governors from the National Literacy Trust that was shared at the English Core meeting. As a school they have worked very hard to promote reading for pleasure and a love of reading and ensuring they are accessible for all.</p> <p>This year</p>	
--	--	--

	<ul style="list-style-type: none"> ◦ Identified vulnerable readers within each year group ◦ Progress checking to take place before then end of Autumn 2 <p>This year the reading fluency programme has been introduced in year 5. The programme supports the most vulnerable readers and supporting them with their comprehension. By doing 2 x 20 minute interventions – one focused on reading fluency and the other focused high quality comprehension discussion. The programme was a huge success and is having a real impact. This is being rolled out further.</p> <p>Twilight training sessions have been used to share the message with all staff.</p> <p>Opening Doors was recommended through the moderation. The course provides practical ideas that can be used in the classroom.</p> <p>As the year progresses staff meeting time will be utilised to discuss opportunities for moderation and to share good practice with the NFLA.</p> <p>Q: Has the NFLA had a positive impact? Have you learnt something? Definitely. It has been a positive experience. Developing and networking is an excellent opportunity to build links.</p> <p>The PTA have been fundraising and the money they have raised will be used towards enhancing and revamping the library. Quotes and designs have been researched and are awaited.</p> <p>Q: There are new text drivers being introduced how do you manage to deal with finding out what is available? The teachers source texts appropriate for their year group. A lot of support is in place which can support the teachers.</p> <p>Q: Is there anything Governors can do to support? Not all year groups have reading volunteer support. Any free time anyone could give would have a significant impact.</p> <p>AP15: Volunteer readers – letter to be issued to the community, church, Parish Magazine, Newsletter.</p> <p>The Governors thanked Alana for her interesting presentation. Governors can see the progress and impact around the school has really been significant over the past year.</p>	Chair
--	--	-------

1.	Welcome, Prayer and Apologies The agenda and supporting documents were circulated to the FGB prior to the meeting to enable questions to be prepared. The meeting opened with a prayer. The Chair welcomed everyone to the meeting. Apologies were received and accepted from John Littlewood and Beth Martin.	
2.	Declaration of Business and Pecuniary Interests To record any business, pecuniary or personal interest on the agenda items. There were no declarations of business or pecuniary interests declared relevant to the agenda.	
3.	Minutes of Last FGB Meeting –6 November 2023 3.1 To agree and sign minutes of previous meeting 3.2 Matters arising and action points (Action points below) The minutes of the FGB on 6 November 2023 were an accurate record of the meeting and were approved by the Chair. AP1: Chair to sign the FGB Minutes 6 November 2023 on GovernorHub. AP2: Clerk to send Winchester Diocese approved copy of the finalised minutes – 6 November 2023. Completed.	Chair Clerk

	Action Points – FGB 6 November 2023	Who
1.	Chair to sign the FGB Minutes – 2 October 2023 on GovernorHub. Completed	Chair
2.	Clerk to send Winchester Diocese approved copy of the finalised minutes – 2 October 2023. Completed.	Clerk
3.	C/fwr - Governors to update Declaration of interests for new academic year on GovernorHub. There are still some Governors who need to update their Declarations. AP3: Clerk to issue reminder.	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 will meet in January.	BM/JP and Alana
5.	Jigsaw Presentation – agenda item February 2024 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. Dec 2023 - MMD has explored the training. It was agreed to rethink the Diversity training.	VW/MMD
8.	Chair to arrange a meeting date in January with the Chairs of the NFLA. Dec 2023 – The Chair has been in touch with the other Chairs of the NFLA and they would like to meet to discuss collaboration. There may also be an opportunity to discuss joint training. A meeting has been arranged for 5 December 2023 at Brockenhurst school at 4 pm.	Chair
9.	Following a review of the revised budget by KP the revised budget will be sent to the Governors for their approval. Completed and submitted to County.	KP/MMD
10.	Action Plans – Governor Link Visits - BM to feedback to staff. Link Governors of non-core subjects to ensure that their member of staff is aware that next term visits will be completed.	BM
11.	Sims lite package – use of text messages in an emergency. MMD to explore. Dec 2023 – c/fwd	MMD

4.	<p>Head Teacher's Report (written)</p> <p>The Head Teacher's Report was distributed to the FGB in advance of the meeting.</p> <p>Governors were invited to ask questions.</p> <p>Attendance</p>	
----	---	--

	<p>Q: Presents - House Martins, year 6, shows 87.1% which is a lot lower than the other year groups. The percentage attendance is similar to the others. Why is this?</p> <p>MMD explained the reason for low attendance in year 6 which is having a significant impact on attendance. Penalties are issued for holiday absence but the penalty is not a big enough discouragement.</p> <p>Q: There are 36 children currently in year 6. When the children leave if the school fall below 200 is that an immediate impact on the budget?</p> <p>Funding is based on the number on roll at the October census. If there is movement after that date it will not have any initial impact.</p> <p>Tours of the school continue to be conducted and the numbers should be over 200 for 24/25 .</p> <p>Q: Nursery numbers on roll shows 7 + 7 = 15?</p> <p>AP9: JE to check nursery numbers on roll.</p> <p>Child Protection The correct figures were confirmed -</p> <p>1 x Child Protection 1x Child In Need 3 x Team Around the Family 1 on high alert (CIN pending)</p> <p>CCTV Additional CCTV is being installed in the corridor by the office solely as a prevention of crime.</p> <p>The Governors said that nice comments had been received on ParentView.</p> <p>AP10: Next Headteacher's Report Pre-school occupancy figures would be shown rather than numbers. Governors need to understand the occupancy – how many sessions, how many attend.</p> <p>The Governors thanked the Headteacher for his very detailed report.</p>	<p>JE</p> <p>HT</p>
5.	<p>Strategic Planning</p> <p>A section of the Strategic Action Plan is reviewed at each meeting. As it is the end of the year the Chair asked the Governors how they felt was the Action Plan still relevant, what are the next steps?</p> <p>1. To be the destination school of choice, recognised as offering outstanding provision by all.</p>	

	<p>2. To build community partnerships which enhance the life of the School and Pre-School</p> <p>3. Our children are prepared and equipped for the next stages in their lives.</p> <p>4. To form strong partnerships with other schools and education providers</p> <p>5. To enhance the physical environment of the school and the visibility of the provision</p> <p>The Governors agreed that they needed time to think about the strategic plan and how to develop it. Governors agreed to hold a separate session next term.</p> <p>AP11: Strategic Action Plan – Governors to hold a separate session next term to develop the Plan. Staff to be invited. Chair to discuss with the Headteacher.</p> <p>5.2 Review progress of Governance Action Plan 2023/24</p> <p>The Governance Action Plan was approved in September. The Governance Action Plan links to the Strategic Action Plan and to the development of the NFLA.</p> <p>Governors were asked for their views on succession planning. As there is only one FGB there is now only one Chair before there were three. Chair development and shadowing is a big area for development and recruitment should potentially be explored.</p> <p>Governors were aware that the largest constraint is time. The role of Chair undertakes a lot of work, time and commitment. The role of Chair could be a shared role. Governors were encouraged to think about and be aware of succession planning and to consider if they knew anyone who would be interested in taking on the role in future .</p>	Chair/ H/T
6.	<p>LLPR</p> <p>All Governors confirmed they had received and had seen the LLPR Visit Report.</p> <p>Governors considered the report was focused on pedagogical development . Own actions were developed to focus on the children's needs - independence for learning, resilience. Task design will be reviewed and adapted to meet all children's needs. There was nothing negative contained in the report. It was</p>	

	<p>encouraging to see that changes made throughout the year had been identified as making progress.</p> <p>AP12: Independence for learning, resilience - Governors asked for updates every 3 months to be included in the HT Report of how discussions are progressing with staff.</p>	HT
7.	<p>Pupil Premium and Sports Premium statements</p> <p>The current Pupil Premium is the 3rd academic year that the pupil premium strategy plan covers (3 year plans are recommended). The Pupil Premium plan has been updated and uploaded to the website.</p> <p>JE will be attending a Pupil Premium Network meeting where Pupil Premium Statements will be unpicked and looking at how they should be written.</p> <p>The Governors approved the Pupil Premium Statement.</p> <p>Sports Premium Statement</p> <p>The Sports Premium has been updated.</p> <p>Some children will be encouraged to attend the Real Leaders course in September which is excellent.</p> <p>Q: What is the School Games Mark? School Games Mark is an awards scheme to reward schools for their commitment to the development of competition across their school and into the community.</p> <p>The school are signed up to the Priestlands Sports Partnership to experience interschool competitions. The number and range of children that are able to access the Sports Partnership is excellent.</p> <p>The outdoor gym equipment has been a very positive investment. The children really enjoy using the equipment.</p> <p>The Governors approved the Sports Premium Statement.</p>	
8.	<p>SEND update</p> <p>Training Attended</p> <p>Transforming SEND Conference – JE and the HT attended. The Conference was very beneficial and provided access to resources.</p>	

	<p>Pupil Premium Network – The Network is held with different schools and has been very valuable.</p> <p>Emotional School Based Avoidance – MMD and JE attended. Resources have been recommended which have already been started.</p> <p>Training Booked</p> <p>E-learning fabricating illness</p> <p>Disordered eating</p> <p>Referrals</p> <p>In Easter 2022 four referrals were made to EMTAS. An email has been received asking if the referrals are still required. The school has responded that they do.</p> <p>A Governor advised that a colleague had been in school helping and when she left she said ‘ this is a fabulous place. They had witnessed a school refuser being dealt with by a member of staff. They were really amazed. It was really impressive and beautiful. The school is a safe and lovely place to be.’</p>	
9.	<p>Safeguarding</p> <p>MMD, JP and VW completed a Safeguarding walk. The Visit Report has been shared with the Governors. Action points following the training have been completed.</p>	
10.	<p>Staff Wellbeing</p> <p>It has been a very busy half term. Staff are very tired. It has been challenging and staff have tried to provide continuity. Staff are taking on more to fill in the gaps. Staff have been very flexible.</p> <p>If Governors are able to support with preparing lunch for the staff on Friday 5 January 2024 that would be appreciated.</p> <p>AP13: Staff to be thanked on behalf of the Governors their hardwork is appreciated. The Governors are very proud.</p>	HT
11.	<p>Governor Matters</p> <p>11.1 Governor Link Visits</p>	

	<p>English Link visit is booked.</p> <p>Safeguarding/SEND visit has been completed.</p> <p>Learning walks to be completed next term.</p> <p>11.2 Feedback from Governor Training</p> <p>Training Attended</p> <p>Understanding data – DD Strategic Leadership – DD</p> <p>Chair's briefing – VW – focus was on SEND and funding. Discussions on Governor time and commitment – increasing challenge. Concerns about staff wellbeing. Transforming SEND Governors Briefing - VW</p>	
12.	<p>Health and Safety (Verbal Update)</p> <p>12.1 Site Walk</p> <p>There was no H&S update.</p> <p>The school sign in the car park have been taken down because the posts were rotten. Quotes are awaited for new posts.</p>	
13.	<p>Parent Governor Feedback (Opportunity for parent governors to inform Governing Body of any particular issues)</p> <p>There was no parent governor feedback.</p>	
14.	<p>Documents and Policies for review and approval</p> <p>Governor Induction Policy - Approved</p> <p>Succession Planning Statement – Approved</p>	
15.	<p>Correspondence</p> <p>No correspondence has been received.</p>	
16.	Items to Consult/Inform Parents	

	There was no items to consult/inform parents.	
17.	Constitution Beth Martin Term of Office ends on 31 December 2023. AP14: Governors to thank Beth for her hardwork and everything she has done for the FGB. The school have appointed Lisa Prichard as the new Staff Governor. AP15: Clerk to add Lisa Prichard to GovernorHub. Completed	HT Clerk
18.	Any Other Business There was no Any Other Business.	
19.	Dates for future meetings FGB – meetings start at 4:30 pm FGB Monday 15 January 2024 at 4:30 pm (Pre-school feasibility study) HTPM – meetings start at 8:30 am Wednesday 21 February 2023	
20.	Impact Statement <ul style="list-style-type: none"> • Agreed Pupil Premium and Sports Premium Statements • Focus on English particularly supporting culture and ethos and an enjoyment of reading • LLPR– encouraging report and continued development • Appointed a new staff governor 	
	The Chair thanked everyone for attending and for their valued contributions. The meeting ended at 6:30 pm.	

	Action Points – FGB 4 December 2023	Who
1.	Chair to sign the FGB Minutes 6 November 2023 on GovernorHub.	Chair

2.	Clerk to send Winchester Diocese approved copy of the finalised minutes – 6 November 2023. Completed.	Clerk
3.	C/fwd - Governors to update Declaration of interests for new academic year on GovernorHub. Clerk to issue reminders.	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 in January.	BM/JP and Alana
5.	Jigsaw Presentation – agenda item February 2024 meeting.	Clerk
6.	Pre-school feasibility study to Governors – January agenda	HT
7.	Action Plans – Governor Link Visits - BM to feedback to staff. Dec 2023 - Link Governors of non-core subjects to ensure that their member of staff is aware that next term visits will be completed.	All
8.	Sims lite package – use of text messages in an emergency. MMD to explore. Dec 2023 – c/fwd	MMD
9.	HT Report - JE to check nursery numbers on roll.	JE
10.	Next Headteacher's Report Pre-school occupancy figures would be shown rather than numbers. Governors need to understand the occupancy – how many sessions, how many attend.	HT
11.	Strategic Action Plan – Governors to hold a separate session next term to develop the Plan. Staff to be invited. Chair to discuss with the Headteacher.	Chair
12.	Independence for learning, resilience - Governors asked for updates every 3 months to be included in the HT Report of how discussions are progressing with staff.	HT
13.	Staff to be thanked on behalf of the Governors and the parents for their hardwork it is appreciated. The Governors are very proud.	HT
14.	Governors to thank Beth for her hardwork and everything she has done for the FGB.	HT
15.	Clerk to add Lisa Prichard to GovernorHub. Completed	HT

15.	Volunteer readers – letter to be issued to the community, church, Parish Magazine, Newsletter.	Chair
-----	--	-------

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
PSHE	Andy Simmons
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/ Julie Edwards
Safeguarding	Vicky Wales/Jo Plummer
SEND	Vicky Wales
Staff Wellbeing	Simon Newham/Jo Plummer
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