



Brockenhurst Church of England Primary School And Pre-School

Full Governor Board Meeting

On Monday 11 March 2024 at 4.30 pm

MINUTES

<u>Present:</u>	<u>Apologies</u>
Vicky Wales (VW) Foundation (Chair) John Littlewood (J Li) Headteacher Lucy Ladd (LL) Parent Denis Dooley (DD) Co-opted Marie Macey-Dare (M M-D) Co-opted Simon Newham (SN) Ex-Officio Foundation Jo Plummer (JP) Foundation Kevin Plummer (KP) Local Authority Lisa Prichard (LP) Staff Governor Andy Simmons (AS) Parent Governor In Attendance: - Tracy O'Connor LA Clerk Julie Edwards (JE) Associate	

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 – Maths – Beth Martin</p> <p>There has been some changes since the last presentation in June. A learning walk has been completed when every class was observed. It was pleasing to see high levels of engagement in every class. All children were focused and on task.</p> <p>There was an emphasis on mathematical language which was positive to see. The maths learning environment was obvious in all classes. Support given to children is clear. Children use different resources to support them.</p> <p>Challenge is available to the children to ensure that all children are being stretched. The questioning from staff was excellent.</p>	
--	--

The journey and progression of maths across the school could clearly be seen. The staff know their children well and tailor the support they need.

The biggest change is the move from the Hampshire long term plan to using the White Rose for the long term plans. Having returned from Covid it was identified the Hampshire approach was moving the children on too quickly. It was felt that longer time was needed on a particular unit and to go at the children's pace.

White Rose uses a blocked approach to teach maths instead of a spiral approach. There are a lot of resources available to support teachers and children.

All teachers have a log in for White Rose. Long term plans were shared with the Governors. Teachers can select a unit which opens up to provide a set of steps for each unit. Positive feedback has been received from the teachers.

Next Steps

At the maths core provision sessions one of the areas of focus has been problem solving. The next step is to map out the types of problems that are being used across the school.

Looking at additional methods to teaching timetables and how to retain the facts so that they can be applied to different areas of maths.

Free training for TAs – people come into the school and the TAs receive the same training. Awaiting feedback from Milford who are currently trialling the training.

Trialling a Parents information evening –The staff team will plan what information they think parents need to know about maths. A presentation will be given to all parents giving an overview of maths at Brockenhurst and what their children receive in school. There will be maths workshops for each year group. If the trial goes well they will run further evenings.

Q: You have spoken about the changes from the Hampshire system to White Rose what that looks like, advantages and challenges. Is there a measure of the impact that has been made on the children?

Teacher assessment, book looks and learning walks have been completed. The data will show the impact at the end of the year. Next steps will be for the Maths Lead to undertake pupil conferencing.

Q: How do Hampshire feel about the change?

In the New Forest core provision group there are no schools that are following the Hampshire model. Whenever training is received they talk about Hampshire

	<p>alongside a blocked approach. What is important is that there is still a daily maths where you do spiral back to content that has not been done for a while.</p> <p>Q: The proposed Parents information evenings are a good idea. What would happen if a parent had a child in several year groups? There will be a maths presentation for all parents followed by year workshops running for an hour where a parent could join in/out.</p> <p>Q: Are there any resources available on White Rose that are particularly for parents? There is a parent section available on White Rose which parents will be signposted to.</p> <p>Q: Does the Hampshire model assessment match with White Rose? The phases do not match with White Rose. That is because the expectation with the Hampshire model is that all units have been taught. When the teachers are doing their data drop on Sims they have only been assessing what has been taught. This would provide an overall level for a child but not an average for all of the different domains.</p> <p>The Governors thanked Beth for her informative presentation and the contribution she had made as a staff governor.</p>	
		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>There were no apologies to note.</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 new declarations of business or pecuniary interests declared relevant to the agenda.</p>	
3.	<p>Minutes of Last FGB Meeting – 19 February 2024</p> <p>3.1 To agree and sign minutes of previous meeting 3.2 Matters arising and action points (Action points below)</p>	

	<p>The minutes of the FGB on 19 February 2024 were an accurate record of the meeting and were approved by the Chair.</p> <p>AP1: Chair to sign Approved FGB Minutes 19 February 2024 and forward to Clerk to upload to HSS.</p> <p>AP2: Clerk to send Winchester Diocese approved copy of the finalised minutes – 19 February 2024. Completed.</p>	<p>Chair</p> <p>Clerk</p>
--	--	---------------------------

	Action Points – FGB 19 February 2024	Who
1.	Chair to sign Approved FGB Minutes 15 January 2024 and forward to Clerk to upload to HSS. Completed	Chair
2.	Clerk to send Winchester Diocese approved copy of the finalised minutes – 15 January 2024. Completed.	Clerk
3.	<p>Parents to be asked for feedback on all online learning via SurveyMonkey in November after Parents evening. Governors discussed the questions to be included.</p> <p>The survey will be issued at the end of November.</p> <p>C/fwd - BM, JP and Alana to meet in February and feedback to Governors in March. Agenda item</p>	JP
4.	<p>Sims lite package – use of text messages in an emergency. MMD to explore.</p> <p>Dec 2023 – c/fwd</p> <p>c/fwd - MMD is awaiting contact to book a demonstration The package is in addition. MMD will report back to Governors when completed.</p> <p>The subscription is expensive. The annual subscription would be £584 and would not include the text messages. You can purchase a bundle of 5000 texts which would be an additional £200 or 10000 texts for £400. It was agreed that in future emails would be labelled emergency as the subscription was too expensive.</p>	MMD
5.	C/fwd - Training – completion of staff training to be included/congratulated in future Newsletters. Completed	HT
6.	Staff/Parent Surveys – LP and JP to meet and draft the surveys. Agenda items	JP/LP
7.	Worship - Diocese Information sheet to be sent to Clerk to upload to GovernorHub.	HT
8.	Confidential Minutes – a sub-group meeting has not been held. A meeting will be arranged as soon as the HT receives an update re-funding.	Sub-group
9.	Maths Rose – analysis tool – JE to ask Beth. Completed	JE

10.	Chair to send a follow-up email to Brockenhurst College. Completed	Chair
11.	DofE – staff to be asked if they have any ideas for a 3 month project to support the school. Forest School, art projects and readers were proposed. Questions were asked how regular attendance would be. JP will speak with the DofE Co-Ordinator at the College.	JP
12.	Chair to speak to the Estate Agents to see if they have been able to give out the Prospectus. Completed	Chair
13.	CPOMs - JE to feedback to staff that Governors looking objectively were extremely impressed with the level of detail and recording. Completed	JE
14.	The Key – MMD to find out the review date and to issue to staff an email reminding them that the school subscribe to The Key. The review date is the end of March. The Senior Leader package is £966 and the Governor package is £450. There is a lot of information available on the new Governor website and the NGA. Governors decided to end the Governor package contract.	MMD
15.	Clerk to download Governor Training records from GovernorHub. Completed.	Clerk
16.	Property Maintenance annual visit - HT to advise KP the date. Completed	HT
17.	Overhanging branches – Chair to raise with Hampshire again and to provide a photograph. Completed	Chair
18.	Anti-bullying Policy to be reviewed and come back to the FGB in September for Approval.	Clerk/JE/ LP
19.	FIO Publication Scheme – MMD to ask GC to review the policy.	MMD

4.	<p>Head Teacher's Report (verbal)</p> <p>Celebrations</p> <p>The 2024/25 budget has been received. The number on roll on census day was 206. The costs remain neutral. The school like to and are able to continue to provide ELSA and the Forest School which make the school unique and a destination school. 20 first preferences have been received for Year R and children are still being shown around for other year groups which is positive. The Pre-school remains popular.</p>	
----	---	--

	<p>Challenges</p> <p>Maintaining staff morale is a challenge. There continues to be an open door policy. The Leadership Team will continue to work with specific areas of concern and will try to keep everyone buoyant and emotionally supported. Staff continue to feel supported and valued.</p> <p>Spring Attendance report by groups</p> <p>Whole school attendance 93.8% Pupil Premium is 89.65% SEN 93.48%</p> <p>Pre-school average occupancy in ladybirds 9 and Hedgehogs 16.</p>	
5.	<p>Strategic Planning</p> <p>Strategic Action Plan</p> <p>A section of the Strategic Action Plan is reviewed at each meeting.</p> <p>Review Strategic Action Plan – Ambition 3 <i>Our children are prepared and equipped for the next stages in their lives.</i></p> <p><i>We will know we have achieved this by:</i></p> <ul style="list-style-type: none"> • Our Christian and learning values are embedded in the day to day life of the School and Pre-School. <p>Evidence –</p> <p>Known as nurturing school. Visitors can see the children being kind to each other. Feedback received from tours conducted has been very positive.</p> <p>Staff refer to the learning values and can be seen praising the children in classrooms and in worship.</p> <p>Feedback received from residential school trips has been very positive.</p> <p>Reward systems are tailored to the learning values which go towards house/team rewards.</p> <p>The leaf system has been introduced into the reward system which links to the Christian and learning values.</p>	

	<ul style="list-style-type: none"> • Our skills based curriculum developed in line with increasing knowledge is delivered across all ages and phases. <p>Evidence –</p> <p>Observed through Curriculum presentations and learning walks.</p> <p>Governors have seen the development of progression across the whole school.</p> <ul style="list-style-type: none"> • We can track the outcomes of our pupils who have moved on from us. <p>Evidence –</p> <p>A form has been developed . It was suggested that it could be put on the school website, Parish Council Magazine facebook. How have they found transition, how has Brockenhurst helped them to cope with change and what could have been done even better?</p> <p>AP6: Alumini – Chair to ask Bronya about publicising the form. AP7: Priestlands and Highcliffe to be asked if they could issue the form to Brockenhurst former pupils. How have they found transition, how has Brockenhurst helped them to cope with change and what could have been done even better? AP8: Alumini – Include in Newsletter to parents.</p>	<p>Chair</p> <p>HT</p> <p>HT</p>
6.	<p>Budget and Finance</p> <p>6.1 Review/monitor spending against current budget plan</p> <p>The End of Year prediction remains the same. There have been no changes made to the budget. Governors had observed that the budget predictions were consistently accurate which was excellent. Well done!</p> <p>Pupil Premium funding continues to be monitored. The Pupil Premium Strategy will be reviewed next year. The targets and focus will be changed. Sports Premium funding will be reviewed and Governors will be updated in October.</p> <p>6.2 Discuss predicted pupil numbers and budget implications – SEN profile and budget implications</p> <p>The SEN funding still meets only half of the costs. The budget needs to be kept buoyant to ensure needs can be met. Spend has been increased on</p>	

	<p>Teaching Assistants over the years because interventions have been increased.</p> <p>6.3 Schools Financial Value Standard (SFVS) Submit completed and approved SFVS to local authority no later than 31 March 2023</p> <p>The Governors reviewed the SFVS and gave their approval.</p>	
7.	<p>SIP Curriculum Review</p> <p>1.6 Continue to progress with second year of strategic action plan following Ofsted</p> <p>A date has been set for the Governor and the staff to review the plan – Monday 22 April 2024 at 4:30 pm.</p> <p>Wider curriculum – pupil conferencing</p> <p>Link Governors should be aware that pupil surveys have been undertaken. Part of the SIP discusses the lead for the wider curriculum areas to undertake pupil conferencing to obtain feedback.</p>	
8.	<p>SEND update</p> <p>The SEND lead updated the Governors with the referrals made and the current status of reports awaited.</p> <p>A learning walk is scheduled for the end of term.</p> <p>Q: It has been identified that there is a high need for speech and language at the Pre-school is this being looked at? A reply is still awaited.</p>	
9.	<p>Safeguarding</p> <p>There was no update for the meeting.</p> <p>CPOMS continues to be used to ensure every child's wider welfare is being looked after.</p>	
10.	<p>Staff Wellbeing</p> <p>Staff are not as positive. Personal problems can have an impact. There is an open door policy that is always available.</p>	

	<p>The teacher meetings are very positive. There has been more energy, really productive and well-focused.</p>	
11.	<p>Governor Matters</p> <p>11.1 Governor Link Visits</p> <p>English – JP - visit completed Pupil Voice – SN – completed Staff Voice – SN – completed</p> <p>All Link Visits are in progress and have been scheduled.</p> <p>11.2 Feedback from Governor Training</p> <p>Induction for Governor training still has no availability.</p> <p>11.3 Governor feedback from any other meetings</p> <p>MAF – HT attended the meeting to discuss the community event on Sunday 6 September 2024. A plane will be landed on the school playground.</p> <p>Rotary Club has been contacted to ask for funding towards Pickleball equipment.</p> <p>11.4 Draft staff and parent surveys</p> <p>Staff survey on behalf of Governors</p> <p>Q: Can staff make suggestions and do they feel listened to? Q: How are working conditions and what can be done to help?</p> <p>The staff survey will be distributed via SurveyMonkey before Easter.</p> <p>Parent Home Learning survey</p> <p>Q: Would you like to know more about how your child learns and how you can support them?</p> <p>The Parent survey will be sent via SurveyMonkey after Easter.</p> <p>11.5 Governor Meetings</p> <p>A review of the pattern of meetings has been made to see how the Governors can be more efficient and effective. It is proposed that there will be 7 meetings for the new academic year.</p>	

	<p>The Governors gave their approval to the proposal.</p> <p>Governance Handbook</p> <p>All Governors were aware of the new Governance Handbook from the DfE.</p>	
12.	<p>Health and Safety (Verbal Update)</p> <p>The leaking boilers are a concern in year R and year 1. It is hoped that they should be repaired within the next 2 weeks.</p> <p>Two members of staff have completed their MIDAS training.</p> <p>A tree (by the Pre-school) which is dead will be removed on Wednesday.</p>	
13.	<p>Parent Governor Feedback (Opportunity for parent governors to inform Governing Body of any particular issues)</p> <p>There were no items to feedback.</p>	
14.	<p>Documents and Policies for review and approval</p> <p>There were no policies for review.</p>	
15.	<p>Correspondence</p> <p>No correspondence has been received.</p>	
16.	<p>Items to Consult/Inform Parents</p> <p>Parent survey.</p>	
17.	<p>Dates for future meetings</p> <p>FGB – meetings start at 4:30 pm FGB Tuesday 14 May 2024 at 4:30 pm FGB Monday 3 June 2024 at 4:30 pm Monday 8 July 2024 at 4:30 pm</p> <p>HTPM – meetings start at 8:30 am Wednesday 26 June 2024</p>	
18.	<p>Impact Statement</p> <p>White Rose – Maths Staff and Parent surveys SIP</p>	

	Audited budget - SFVS	
	The Chair thanked everyone for attending and for their valued contributions. The meeting ended at 6:30 pm.	

	Action Points – FGB 11 March 2024	Who
1.	Chair to sign Approved FGB Minutes 19 February 2024 and forward to Clerk to upload to HSS.	Chair
2.	Clerk to send Winchester Diocese approved copy of the finalised minutes – 19 February 2024. Completed.	Clerk
3.	DofE – staff to be asked if they have any ideas for a 3 month project to support the school. 11 March update - Forest School, art projects and readers were proposed. Questions were asked how regular attendance would be. JP will speak with the DofE Co-Ordinator at the College.	JP
4.	Anti-bullying Policy to be reviewed and come back to the FGB in September for Approval.	Clerk/JE/ LP
5.	FIO Publication Scheme – MMD to ask GC to review the policy.	MMD
6.	Alumini – Chair to ask Bronya about publicising the form.	Chair
7.	Priestlands and Highcliffe to be asked if they could issue the form to Brockenhurst former pupils. How have they found transition, how has Brockenhurst helped them to cope with change and what could have been done even better?	HT
8.	Alumini – Include in Newsletter to parents.	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
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 Vicky Wales.....

Name (PRINT) ...VICKY WALES.....

Position ...Chair.....

Date 20/5/24.....