



Brockenhurst Church of England Primary School And Pre-School

Full Governor Board Meeting

On Tuesday 14 May 2024 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 Simon Newham (SN) Ex-Officio Foundation Jo Plummer (JP) Foundation Kevin Plummer (KP) Local Authority Lisa Prichard (LP) Staff Governor</p> <p>In Attendance: - Tracy O'Connor LA Clerk Julie Edwards (JE) Associate</p>	<p><u>Apologies</u> Lucy Ladd (LL) Parent Andy Simmons (AS) Parent Governor</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>Apologies were received and accepted from Lucy Ladd and Andy Simmons.</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</p>	

	relevant to the agenda.	
3.	<p>Minutes of Last FGB Meeting – 11 March 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 11 March 2024 were an accurate record of the meeting and were approved by the Chair.</p> <p>AP1: Chair to sign Approved FGB Minutes 11 March 2024 and forward to Clerk to upload to HSS.</p> <p>AP2: Clerk to send Winchester Diocese approved copy of the finalised minutes – 11 March 2024. Completed.</p>	<p>Chair</p> <p>Clerk</p>

	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. Completed	Chair
2.	Clerk to send Winchester Diocese approved copy of the finalised minutes – 19 February 2024. Completed.	Clerk
3.	<p>DofE – staff to be asked if they have any ideas for a 3 month project to support the school.</p> <p>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.</p> <p>The college are not running the DofE anymore because they now have to pay a significant amount of money which they cannot afford. The college have advised that they would be keen to support the school.</p> <p>A meeting is scheduled in June with the Principal of the school.</p>	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. Completed	MMD
6.	Alumini – Chair to ask Bronya about publicising the form. An article has been prepared to go into the parish magazine.	Chair
7.	<p>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?</p> <p>Meetings have been held with Highcliffe. The HT will send a survey to be issued to former pupils.</p>	HT

8.	Alumini – Include in Newsletter to parents.	HT
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4.	<p>Head Teacher’s Report (verbal)</p> <p>Celebrations</p> <p>The staff and parent surveys have been successful. Both surveys reflect expectations. There were no surprises.</p> <p>Challenges</p> <p>Chasing payments has been a challenge to ensure that the school are not carrying debt. Parents have been sent letters and reminders have been included in the Newsletter. School trips are curriculum based so the school cannot enforce payment. However if there are not enough contributions trips would need to be cancelled. The school will continue to chase any debts outstanding.</p> <p>Afterschool club, sports club and music lesson payments can be enforced. The system is now set up so that a club cannot be booked until all payments have been received.</p> <p>Pre-School occupancy</p> <p>The 3 and 4 year old occupancy is good. In September 15 children will move to year R. There are 9-10 children in the 2 year olds that will move up.</p> <p>Phase 2 data review by groups</p> <p>The summary sheet had been sent to the Governors prior to the meeting. Governors were invited to ask questions.</p> <p>Q: Year 3 there is a significant drop from 50% for All to 24%. Is this when the children move from year 2 to year 3?</p> <p>The children have to achieve the reading, writing and maths. Expectations are higher as they change year group.</p> <p>Q: Year 5 milestone 1 All ARE on writing there is a drop from 53% to 38%. Are you concerned about this?</p> <p>As you go through the year the scaffolding is removed in preparation for year 6. There is no concern.</p> <p>Q: Pre-school. JE has advised about speech and language and support. From JE’s perspective is she getting the support from the outside agencies for</p>	
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	<p>the younger children?</p> <p>Support is received only from ELG. Referrals have been made. Some children are receiving support. Some referrals have been submitted but a response is still awaited. The speech and language therapist does not visit the school they receive interventions at ELG in New Milton.</p> <p>Needs are identified early and referrals are made.</p> <p>The Year 2 phonics group is on track and progressing well. Consistency has been maintained for the phonics interventions.</p> <p>Q: Maths year 2 – there is a significant difference between the boys and girls. There is a similar difference at the year end for the previous year.</p> <p>There is no reason for this. The achievements are all ARE or above.</p> <p>Governors said that the data was very good and the school should be very pleased.</p>	
5.	<p>Budget and Finance</p> <p>The budget was shared prior to the meeting.</p> <p>Funding has been received from the Local Authority which is based on numbers on roll.</p> <p>Teaching staff has a slight change next year by .5 of a person. This is an internal adjustment.</p> <p>SEN funding has reduced because each child receives a different level of funding.</p> <p>Pupil Premium funding has changed slightly.</p> <p>Income from lettings – The school are hiring on a Sunday, Thursday night and Saturday.</p> <p>Q: Governors observed that income from lettings had remained static and proposed to increase the cost of lettings?</p> <p>The length of time for hire has increased so additional funding is received for that.</p> <p>The HT advised that there is a lady who does dog training who has approached the school and would like to hire the field. After discussion the Governors felt that for H&S reasons it would not be appropriate. It is currently an area where children can safely play and exercise.</p>	

Other income from facilities and services – this is very positive and is due to Badgers Rest, Pre-school, wrap around care and holiday care.

Donations from voluntary funds – crossing patrol, PTA donations

Coronavirus job retention scheme – sports premium will continue for this year. Next year schools will receive 7/12.

Additional grants for school – teacher pay grant funding.

Expenditure

Teaching staff will not change significantly.

Supply teaching – culmination of staff sickness. Schools need to cover the first 10-14 days and committed expenditure for SEN needs. Going forward there will be a change of approach and TAs will be used to cover.

Educational support staff – This has increased. It works for the school and how they run the interventions.

Other staff – MDSAs

Indirect expenses – training

Building maintenance and improvements – increase from £21,000 to £29,000. All schools pay a proportion.

Energy – fixed for 3 years.

Learning resources – not ICT. Decreased from £55,000 to £44,000. Sports premium is allocated for learning resources.

ICT – decreased from £30,000 to £21,000 a reduction of £9,000. Chromebooks will be purchased via the PTA hopefully, to ensure the curriculum can be delivered.

Badgers Rest, wrap around care and Pre-school fees will be increased from September. Parents will be advised in the Newsletter.

	2024/25	
Total Income Revenue	1,494,787	One million, four hundred

		and ninety four seven hundred and eighty seven
Total Expenditure Revenue	1,507,442	One million, five hundred and seven four hundred and forty two
Surplus/deficit	(12,655)	Twelve thousand six hundred and fifty five
Surplus/(deficit) brought forward	45,169	Forty five thousand one hundred and sixty nine
Cumulative surplus/(deficit) c/fwrđ	32,514	thirty two thousand five hundred and fourteen

Governors thanked the Headteacher and MMD for ensuring that for 2024/25 the budget shows a surplus which is excellent. All of the investment that has gone into forest school, revamping the playground so that it looks appealing, sensory garden and the Pre-school has been money well spent to ensure the school remains a destination school.

Governors appreciated that are some challenging times ahead and strategically need to think about the way ahead.

The 2024/25 3 year plan was approved by the Governors. The Governing Body is aware of the future year deficit as shown on the plan and will take action to address it.

6. Strategic Planning

Review Strategic Action Plan

- Any feedback from strategic plan review

The Chair apologised that she was not able to attend the Strategic Planning meeting. A lot of people were able to attend and there was a good contribution from staff.

At the September Inset Day the strategic plan will be discussed to ensure every stakeholder has had an opportunity to review the document. In the Autumn term the Strategic Plan will be presented to the Governing Body to review and focus on areas. In the spring term it will be streamlined with new targets ready to be signed off.

- Development of under 2 provision (discussion)

A meeting was held to look at the provision and the reality of what could be offered. The grants that were applied for have been

unsuccessful this year. They can be applied for again next year.

It is proposed to offer 6 spaces to children under 2. If successful and grants are received this could extend.

Quotes received from contractors are still valid. Amended quotes have been received to include additional toilets. This would provide a self-contained building that is future proofed. All 3 areas have been standardised. They all have a sink, kitchen area and a toilet. The provision is identical.

The quote was –

£47,848	Initial quote
£5,950	Toilet
£2,650	Additional toilet

The bespoke and unique provision would cost £7.50 per session. The HT shared with the Governors the break even numbers. Allowing for daily sundries and a ratio of 1:3, 4 children would break even.

Each day would be for 9 hours 8 am to 5 pm. This would be offered for 48 weeks of the year at £7.50 per hour. Parents would be charged £67.50 a day.

The staffing would be split –

7.45 am – 12.45 person A

12.45 – 5.15 pm person B

Q: Did the Pre-school have a view of the current demand?

3 or 4 children to start with and the projection of within 6 months it should be seen as positive and a potential waiting list.

Q: Is there a lot of provision already in the area?

Highwood currently offers room for under 2 year old's.

Governors said that they do need to think about futureproofing the school. Hopefully the provision will be as successful as the Pre-school. It is important to stay current.

Governors approved the revised quote to include the toilets.

	<p>Governors approved releasing £24,000 (twenty four thousand) from the schools budget which would be added to the capital to ensure that the work can then be commissioned to be done.</p> <p>Once the asbestos survey has been completed the build time should be 4 weeks. The contractor will be on site in August. The aim would be for the building to be completed in September. It is hoped to be able to open in the Autumn term.</p> <p>The Governors congratulated the Headteacher for having the vision.</p> <ul style="list-style-type: none"> • Future pupil numbers (discussion) <p>The Chair advised that Nick Sadler, Head of Admissions attended the Governor Forum. Hampshire’s perspective is that across the county there will be a significant drop in primary pupils 2026/27.</p> <p>Governors need to think about how they can maintain the level of pupil numbers going forward. It was proposed to set up a Task and Finish group to review options and recommend to the Governing Body.</p> <p>JL, KP, DD and LP volunteered to set up the Task and Finish group.</p> <p>AP3: Future pupil numbers - Task and Finish Group to recommend proposals to the Governing Body – 8 July 2024 FGB.</p> <ul style="list-style-type: none"> • Feedback from diocese meetings regarding development of MATS and academisation. (discussion) <p>The Diocese held presentations with regard MATs. The HT and the Chair attended 2 different presentations. The Diocese are committed to mixed MATs.</p> <p>The Diocese are not requiring or expecting schools to academise.</p> <p>Any MAT must have adopted the majority of Church of England agreed Articles of Association.</p> <p>The Diocese identified MATS that were working which were Coastal, Diocese of Chichester Academy Trust ARC and Winchester.</p> <p>Governors agreed to continually revisit and identify opportunities. The position will continue to be reviewed.</p> <p>AP4: HT to ask Governor Services if they are aware of any schools that are coming up for change of Headship?</p>	<p>JL, KP, DD, LP</p> <p>HT</p>
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7.	<p>SIP Curriculum Review</p> <p>1.3 Strategic development of NFLA (New Forest Learning Alliance) creating a purposeful direction, influencing school improvement</p> <p>The New Forest Learning Alliance met last week. The NFLA shared with Beaulieu the Declaration of Trust, training, the journey so far and where NFLA are going forward. From September Beaulieu will be part of the NFLA.</p> <p>1.5 Challenge progress, achievement and attainment of all pupils and associated groups</p> <p>2.1 Reduce progress gap for PP/SEND pupils and lowest 20%</p> <p>2.2 Sustain progress, achievement and attainment of all pupils – progress checking</p> <p>3.3 Sustain phonics approach following initial success</p> <p>3.4 Develop EYFS fully inside and out, with seamless transition from Pre-School</p> <p>Progress checking has been shared with the Governors.</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 meeting has been held with the new Educational Psychologist, Kate Grant.</p> <p>Progress checking has been completed. All children are being screened. Interventions will be reviewed. Next year the speech and language will be continued. The Little Wandle investment means that there should not be as many interventions with phonics going forward. Little Wandle has really made a difference.</p> <p>A response has been received from EMTAS. Student support and ELSA support has been offered.</p> <p>Two sessions have been offered by Anne Trueman to look at how to prepare yourself for SEN tribunals.</p> <p>Q: When a child is identified for an intervention how are parents informed of that?</p> <p>At parents evenings or if they receive SEN support they would be given a current intervention plan. The class teacher would inform the parent.</p>	

9.	<p>Safeguarding</p> <p>The Safeguarding learning walk has been arranged for this term.</p>	
10.	<p>Staff Wellbeing</p> <p>Staff continue to be busy. There are not as many colds. Staff had a good Easter break.</p>	
11.	<p>Governor Matters</p> <p>11.1 Outcomes from staff survey</p> <p>Thank you for issuing and collating the staff survey. The survey was very positive. There were no major concerns.</p> <p>AP5: Staff Governor to thank staff for completing the survey. All points positive and negative have been taken on board.</p> <p>11.2 Governor Link Visits</p> <p>Approaching the end of year Governors should be scheduling their link visits – What is the impact of the plan over the year?</p> <p>11.3 WGBT – Governor Training</p> <p>Joint Governor training with another Governing Body in the area was discussed.</p> <p>AP6: Chair to contact other Governing Bodies to discuss joint WGBT.</p> <p>AP7: Clerk to issue the training guide – WGBT topics. Completed</p> <p>11.4 Governor feedback from any other meetings</p> <p>The HT and Chair attended a meeting with the PTA. Fundraising is on track. A lot of events are planned for the summer. The school fete will be on Sunday 30 June 2024. If any Governors are available to help that would be appreciated.</p> <p>11.5 Approve 2024/25 FGB meeting dates</p> <p>The dates were circulated. The FGB approved the 2024/25 academic dates.</p> <ul style="list-style-type: none"> • 9 September 2024 • 21 October 2024 	<p>LP</p> <p>VW</p> <p>Clerk</p>

	<ul style="list-style-type: none"> • 2 December 2024 • 20 January 2025 • 10 March 2025 • 19 May 2025 • 14 July 2025 	
12.	<p>Health and Safety (Verbal Update)</p> <p>When the weather permits the painters are due to return.</p> <p>Year 3 and year 5 have been identified for replacement carpets. The rooms will be painted and carpeted over the summer.</p> <p>The library is being painted in preparation for the redevelopment of the library.</p> <p>AP8: H&S - Lockdown test to be completed.</p> <p>AP9: A dragons tooth has been knocked down on the corner of Partridge Road. HT to report to Highways. Safety concern.</p> <p>AP10: Parking issues to be included in the Newsletter.</p>	<p>HT</p> <p>VW</p> <p>HT</p>
13.	<p>Parent Governor Feedback (Opportunity for parent governors to inform Governing Body of any particular issues)</p> <p>No feedback was received.</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>When a completion date is known parents will be informed about the under 2 provision.</p>	
17.	<p>Dates for future meetings</p> <p>FGB – meetings start 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.	Impact Statement	
	<ul style="list-style-type: none"> Reviewed a detailed budget and the impact in the short, medium and longer term. Strategic direction of the school – considered detailed pupil numbers and set up a Task and Finish Group. Agreed to develop an under 2s provision. 	
	<p>The Chair thanked everyone for attending and for their valued contributions.</p> <p>The meeting ended at 6:40 pm.</p>	

	Action Points – FGB 14 May 2024	Who
1.	Chair to sign Approved FGB Minutes 11 March 2024 and forward to Clerk to upload to HSS.	Chair
2.	Clerk to send Winchester Diocese approved copy of the finalised minutes – 11 March 2024. Completed.	Clerk
3.	Future pupil numbers - Task and Finish Group to recommend proposals to the Governing Body – 8 July 2024 FGB.	JL, DD, KP, LP
4.	HT to ask Governor Services if they are aware of any schools that are coming up for change of Headship?	HT
5.	Staff Governor to thank staff for completing the survey. All points positive and negative have been taken on board.	LP
6.	Chair to contact other Governing Bodies to discuss joint WGBT.	VW
7.	Clerk to issue the training guide – WGBT topics Completed	Clerk
8.	H&S - Lockdown test to be completed.	HT
9.	A dragons tooth has been knocked down on the corner of Partridge Road. HT to report to Highways. Safety concern.	VW
10.	Parking issues to be included in the Newsletter.	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 of Governors.....

Date 10/06/2024.....