



# Brockenhurst Church of England Primary School And Pre-School

## Full Governor Board Meeting

On Monday 3 June 2024 at 4.30 pm

### MINUTES

<p><b><u>Present:</u></b> 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><b><u>Apologies</u></b> Lucy Ladd (LL) Parent Andy Simmons (AS) Parent Governor</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><b>Presentation – MfL – Lisa Prichard</b></p> <p>The presentation has been uploaded to HSS.</p> <p>LP provided an update of the changes that have been made over the year.</p> <p>Previously children in KS2 were learning Spanish which was taught through a scheme from Twinkle. Like in many schools, it is often the subject that is dropped due to other commitments.</p> <p>Teacher feedback came from a place of lack of subject knowledge and input. A discussion at the INSET last summer instigated moving to French and LP teaching it for this academic year and finding a scheme which works and is easy to follow.</p> <p>Cave Languages is the scheme that will be used. The scheme has a lot of</p>	
--	--

	<p>resources and learning books to support. There are phonics sound mats which are similar to what the children are used to in English.</p> <p>The long term plan has been completed and will be rolled out across the school.</p> <p>Q: Have they got all the support they need as it is new? It is now at the stage that it can be developed and rolled out.</p> <p>Q: Have staff given you an idea of the resources that they think they will need - training? That will probably develop over the year.</p> <p>Q: Is an Inset Day being used to introduce the staff to the new scheme? Staff meetings have been held. All the books are ready, plans and flipcharts can be downloaded.</p> <p>Q: Learning for the children at this stage – is a lot of that based on their confidence? Learning languages should be something that is enjoyed.</p> <p>Q: Did you know that there are contacts through the college that could support? There is also a French twining group in the village who have a lot of French speakers. The support would be very positive and helpful.</p> <p>Well done to Lisa and to the staff.</p>	
		Action
1.	<p><b>Welcome, Prayer and Apologies</b></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.</p> <p>Apologies were received after the meeting from Andy Simmons.</p>	
2.	<p><b>Declaration of Business and Pecuniary Interests</b></p> <p><b>To record any business, pecuniary or personal interest on the agenda items.</b></p> <p>There were no new declarations of business or pecuniary interests declared relevant to the agenda.</p>	

3.	<p><b>Minutes of Last FGB Meeting – 14 May 2024</b></p> <p><b>3.1 To agree and sign minutes of previous meeting</b>  <b>3.2 Matters arising and action points (Action points below)</b></p> <p>The minutes of the FGB on 14 May 2024 were an accurate record of the meeting and were approved by the Chair.</p> <p><b>AP1: Chair to sign Approved FGB Minutes 14 May 2024 and forward to Clerk to upload to HSS.</b>  <b>AP2: Clerk to send Winchester Diocese approved copy of the finalised minutes – 14 May 2024. Completed.</b></p>	
		Chair
		Clerk

	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. <b>Completed</b>	Chair
2.	Clerk to send Winchester Diocese approved copy of the finalised minutes – 11 March 2024. <b>Completed.</b>	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.	VW to ask Governor Services if they are aware of any schools that are coming up for change of Headship?	VW
5.	Staff Governor to thank staff for completing the survey. All points positive and negative have been taken on board. <b>Completed</b>	LP
6.	Chair to contact other Governing Bodies to discuss joint WGBT. <b>Completed</b>	VW
7.	Clerk to issue the training guide – WGBT topics <b>Completed</b>	Clerk
8.	H&S - Lockdown test to be completed. To be completed in July.	HT
9.	A dragons tooth has been knocked down on the corner of Partridge Road. HT to report to Highways. Safety concern. <b>Completed</b>	VW
10.	Parking issues to be included in the Newsletter.	HT

4.	Head Teacher's Report (verbal)	
----	--------------------------------	--

	<p>There has only been 3 weeks since the last meeting. One of the weeks was half term.</p> <p>Pre-school - Following the last meeting the HT contacted the building company with regards to moving forward. They are currently scheduling in the work and will advise potential dates. Realistically the contractors are aware that it would be good to complete by September. The deadline for opening is October half term.</p> <p>Appointments will need to be made. Existing staff will be given the opportunities initially because they are different contracts. The positions would then go out to tender.</p> <p>At the last meeting the potential of taking children from 6 months was discussed. Logistics have now been checked and the offer will be from 6 months.</p> <p>Waiting list - There are currently 6 children on the waiting list for different year groups. There are a guaranteed 20 children in year R. It would be positive to get 25 children. Year 2 will be lower at the start than normal.</p> <p><b>Celebration/challenge</b></p> <p>SEN numbers are still a challenge. The school know the children well and do as much as they possible can. The school always meet the need and do rise to the challenge.</p> <p>SATs – There was a 100% attendance. The children were excellent. The SATs ran well. A lot of people were available to support the children. It was flawless. The results will be available on 9 July 2024.</p> <p><a href="#">Q: What were the papers like?</a></p> <p>The maths middle reasoning paper contained a lot of language which for some children they found difficult. The reading paper was also difficult for some children who required support.</p> <p><b>AP5: The Governors said a huge thank you to Beth and to the staff for preparing the children so well. A thank you to all volunteers who offered their support and to the children who worked very hard.</b></p>	HT
5.	<p><b>Budget</b></p> <p>Following the last meeting there was an alteration that was submitted to the FGB. Infant Free School meals and depravation were reviewed. There had been a recoding and the budget required adjustment. The recoding did make</p>	

	<p>a difference to the carry over. <b>The Governors approved the revised budget.</b></p> <p><b>Q: Are the school still chasing the £15,000 of debts?</b> The school continue and will continue to chase all the debtors.</p> <p><b>Benchmarking</b></p> <p>Benchmarking helps you to consider how to use your resources to support high-quality teaching and the best education outcomes for your pupils. All schools selected are based on their demographics.</p> <p>The Governors reviewed and compared the data. The Benchmarking was a positive tool that allowed you to compare against similar schools.</p>	
6.	<p><b>Strategic Planning</b></p> <p>Strategic planning was discussed in detail at the previous meeting.</p> <p>There were no further areas to discuss.</p>	
7.	<p><b>SIP Curriculum Review</b></p> <p><b>1.7 Build on positive relationships with parents/carers to encourage their active involvement in their child/children’s learning</b></p> <p>Parent feedback discussed in the minutes.</p> <p><b>4.3 Provide a minimum of 6 weeks Forest School outdoor learning experience for all pupils</b></p> <p>All children have now received 6 weeks Forest School. Children are now receiving additional sessions. The criteria has been met and gone beyond.</p> <p>The school are now running a Forest School afterschool club which will run in the summer and autumn terms.</p>	
8.	<p><b>SEND update</b></p> <p>It has been a busy half term.</p> <p>Kate Grant, Educational Psychologist will be visiting the school to hold precision teaching training for all TAs and 1:1s. They will receive 2 sessions as part of the SLA (4 June 2024 and in July).</p> <p>Transition meetings for SEND are taking place/scheduled.</p>	

	<p>EMTAS will be visiting this half term to support some students.</p> <p>The school are working with the Pre-school to try and get additional funding to support a child.</p> <p><b>Q: How many children will be starting in year R with SEND?</b></p> <p>There are more speech and language needs starting in year R. Each year the needs change. Early intervention is key and with the Pre-School in place we are now picking up needs even earlier.</p> <p>VW and JE will be attending the SEND Governor virtual Conference on 27 June 2024.</p>	
9.	<p><b>Safeguarding</b></p> <p><b>AP6: Safeguarding learning walk to be arranged.</b></p>	VW/JP
10.	<p><b>Staff Wellbeing</b></p> <p>Staff have just returned from half term and had a good break. Reports are being written.</p> <p>The sports day was very successful. A lot of positive feedback has been received from parents.</p>	
11.	<p><b>Governor Matters</b></p> <p><b>11.1 Benchmarking</b></p> <p>See item 5.</p> <p><b>11.2 Approve Inset Days – Completed</b></p> <p><b>11.3 Governor Link Visits</b></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><b>11.4 Governor Training</b></p> <p>The Development and Training Governor Forum is on Thursday 6 June 2024.</p> <p><b>WGBT – Governors</b></p> <p>An action from the previous meeting was for the Chair to contact other</p>	

	<p>Governing Bodies to discuss joint WGBT. William Gilpin are in the process of organising their WGBT and Brockenhurst would be welcome to attend. The focus has not been decided.</p> <p>Governors agreed that the focus of the 2024/25 WGBT should be Evaluating and Developing your schools Christian Character.  <b>AP7: Chair to contact Governor Services to book WGBT - Evaluating and Developing your schools Christian Character for the autumn term.</b></p> <p><b>11.5 Review Parent Survey</b></p> <p>The Governors confirmed they had seen the outcomes. 12 responses were received out of 390 parents. Governors agreed to re-issue the survey as parent feedback is important and is part of their partnership work.  <b>AP8: Re-issue Parent survey direct to parents.</b></p> <p><b>11.6 Governor feedback from any other meetings</b></p> <p>LP has been liaising with Greener Brockenhurst. The School Eco Committee went to St Saviour's and completed some planting with Greener Brockenhurst. A lovely email was received thanking the school for the partnership and saying how important and valuable it was.</p> <p>Eco quilt – different groups within the community have contributed to an Eco quilt. It is 2.3m long.  <b>AP9: Eco quilt – JP/LP to discuss putting the Eco quilt up in the school.</b></p> <p><b>School fete</b> – the school fete will be on Sunday 30 June 2024. Governors were invited to help/attend.</p> <p><b>11.7 Approve 2024/25 FGB meeting dates</b></p> <p>The dates were circulated. The FGB approved the 2024/25 academic dates.</p> <ul style="list-style-type: none"> <li>• 9 September 2024</li> <li>• 21 October 2024</li> <li>• 2 December 2024</li> <li>• 20 January 2025</li> <li>• 10 March 2025</li> <li>• 19 May 2025</li> <li>• 14 July 2025</li> </ul>	<p>Chair</p> <p>HT</p> <p>JP/LP</p>
12.	<p><b>Health and Safety (Verbal Update)</b></p> <p>There was nothing to report on Health and Safety.</p>	
13.	<p><b>Parent Governor Feedback</b></p>	

	<p>(Opportunity for parent governors to inform Governing Body of any particular issues)</p> <p>Neither Parent Governor was able to attend the meeting. No feedback was received.</p>	
14.	<p><b>Documents and Policies for review and approval</b></p> <p>There were no policies for review.</p>	
15.	<p><b>Correspondence</b></p> <p>Alumni - The HT shared correspondence that had been received from a parent of a past pupil. The correspondence has been uploaded to HSS.</p>	
16.	<p><b>Items to Consult/Inform Parents</b></p> <p>Parent survey</p>	
17.	<p><b>Dates for future meetings</b></p> <p><b>FGB – meetings start at 4:30 pm</b> Monday 8 July 2024 at 4:30 pm</p> <p><b>HTPM – meetings start at 8 am</b> Wednesday 10 July 2024</p>	
18.	<p><b>Impact Statement</b></p> <ul style="list-style-type: none"> <li>• Decided to reissue parent survey</li> <li>• Benchmarking-comparison of costs compared to other similar schools were explored.</li> <li>• Correspondence - alumni</li> <li>• Presentation – MfL</li> </ul>	
	<p>The Chair thanked everyone for attending and for their valued contributions.</p> <p>The meeting ended at 6:05 pm.</p>	

	<b>Action Points – FGB 3 June 2024</b>	<b>Who</b>
1.	Chair to sign Approved FGB Minutes 14 May 2024 and forward to Clerk to upload to HSS.	Chair
2.	Clerk to send Winchester Diocese approved copy of the finalised minutes – 14 May 2024. <b>Completed.</b>	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.	VW to ask Governor Services if they are aware of any schools that are coming up for change of Headship?	VW
5.	The Governors said a huge thank you to Beth and to the staff for preparing the children so well. A thank you to all volunteers who offered their support and to the children who worked very hard.	HT
6.	Safeguarding learning walk to be arranged.	VW/JP
7.	Chair to contact Governor Services to book WGBT - Evaluating and Developing your schools Christian Character for the autumn term.	Chair
8.	Re-issue Parent survey direct to parents.	HT
9.	Eco quilt – JP/LP to discuss putting the Eco quilt up in the school.	JP/LP

## Roles and Responsibilities

<b>Area</b>	<b>Governor</b>
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

<b>Committees</b>	
<b>Headteacher Performance Management</b> John Littlewood Vicky Wales Simon Newham Kevin Plummer Tracy O'Connor (Clerk)	<b>Pay Committee</b>  John Littlewood Jo Plummer Kevin Plummer Vicky Wales

MINUTES APPROVED

Signature Vicky Wales.....

Name (PRINT) VICKY WALES.....

Position Chair.....

Date 12th July 2024.....