



Brockenhurst Church of England Primary School And Pre-School

Full Governor Board Meeting

On Monday 2 December 2024 at 4.30 pm

MINUTES

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

<p>EYFS – Presentation – Leesa Groves</p> <p>The school took over the Pre-school in September 2021. Photos were shown of the Pre-school in September 2021.</p> <p>How Pre-school has grown -</p> <ul style="list-style-type: none"> • Pre-School now comprises three buildings, namely Hedgehogs, Ladybirds and Grasshoppers <ul style="list-style-type: none"> • Hedgehogs: Can cater for up to 22 children, age range from 3 to 4 years • Ladybirds: Can cater for up to 10 children, age range from 2 to 3 years
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- **Grasshoppers:** Can cater for up to 6 children, age range from 6 months to 2 years.
- Children will often move between Hedgehogs and Ladybirds dependent upon activities being offered and their own individual need.
- **July/August 2021:** Existing Pre-School building, now known as Hedgehogs, cleared to create a child friendly, safe and caring environment.
- **February 2022:** Nurture Room refurbished to create Ladybird Room – similar layout to Hedgehog Room, but with age appropriate resources.
- **September/October 2024:** Grasshopper Room furnished to create a home-from-home environment for children aged from 6 months onwards.
- Original team of three members of staff (September 2021) now increased to seven members of staff; 5 full-time members, 2 part-time members.

How Pre-school has grown -

- Each room and outdoor areas have been carefully organised to provide the children with a wide choice of free-flow play and opportunities to learn through exploration, both inside and outside.
- Effective planning has been created for all three rooms, covering all seven areas of the Early Years Foundation Stage Framework (explanation provided on future slides).
- Stimulating and exciting child-centred purposeful activities are planned, allowing the children to experience real life tangible opportunities to inspire and motivate them to learn and progress through play at their own pace. Activities offered are changed daily giving the children the opportunity to explore, investigate and express themselves freely within a child friendly, safe environment.
- All staff have been trained to allow them to access new EYFS framework and Tapestry.
- School facilities continue to be regularly used by the children—Adventure Playground, Sensory Garden, Library, Forest Area, Hall for PE.
- Wider links established within the community through visits, visitors and trips to Woodpeckers Care Home.

Governors were shown a video of the current Learning environment.

Early Years Foundation Stage (2021)

EYFS framework: sets the standards that all early years providers must meet to ensure that children learn and develop well, ensure children are kept healthy and safe and ensure children have knowledge and skills needed to start school.

There are 7 areas of learning: 3 prime areas -

- **Communication and Language:** (Listening and Attention, Understanding and Speaking).
- **Physical Development:**(Gross motor skills, fine motor skills, health and self-care).
- **Personal, Social and Emotional Development:**(Self-regulation, managing self and building relationships).

Other areas of learning are -

- **Literacy:** (Comprehension, word reading and writing).
- **Mathematics:** (Number and numerical patterns).
- **Understanding the world:** (Past and present, people, culture and communities and the natural world).
- **Expressive Arts and Design:** (Creating with materials and being imaginative and expressive).

Key changes to the EYFS Framework 2024

The 2024 EYFS updates bring several significant changes to the curriculum, aiming to improve educational outcomes and the overall learning experience for young children. Key changes include:

- - **Enhanced focus on communication and language development –** Wow words, Little Wandle, Diverse books, Visits to the library, Role play, Topic Books.
- - **Updated guidelines for physical development: Emphasis on physical activity and promoting health and well-being –** Finger gym, fine and gross motor activities, yoga, PE, daily mile, cooking, vegetable garden.
- - **Strengthened personal, social, and emotional development: Greater focus on emotion aliteracy and social skills –** circle time, PSHE Jigsaw lessons, modelling behaviour, sticker charts, stories discussing feelings.
- - **Revised literacy and numeracy goals: New benchmarks and innovative teaching methods for early literacy and mathematics –** hands-on practical activities and resources set up indoor and outdoor environments, manipulatives available for children to use in environments, use of e-books, educational apps.
- - **Increased emphasis on understanding the world and expressive arts: Updated content on cultural diversity, inclusion, and environmental awareness -** visits to local communities such as Woodpeckers,

nature walks, gardening and science experiments.

Learning at Pre-school

- Balance of Adult-Led and Child Initiated activities (topic related).
- Continuous Provision and Enhancements.
- Next Step Activities – large gaps continue to be seen in the development skills of the children, in particular :- Communication and Language: *listening, attention, understanding, speaking, vocabulary knowledge*; Physical: fine and gross motor skills. Also need to enhance their interests, reasoning and self-help skills.
- Daily free-flow between the indoor and outdoor areas.
- Fun activities providing broad and rich opportunities in all areas of learning.
- Visitors to Pre-School: Shining Lights, Ambulance Service, Fire Bridge.
- Off-site experiences: Truth Be Told – weekly visits to Woodpeckers Care Home.

Finger Gym

A comprehensive programme of developmental games, stories, rhymes and activities to improve fine motor skills. Finger gym helps to develop strong, flexible fingers and promotes better hand-eye co-ordination.

- Since the pandemic, it has been noticed that the children have very weak finger muscles and are having many problems manipulating different resources.
- On a daily basis, finger gym activities are provided for the children, such as building with interconnecting blocks, pegboards, threading and lacing, using tweezers and tongs to pick up small objects, weaving and playdough.

Finger Gym games – clips open and close, wrap the wool around the cotton reel, pipettes colour mixing, making patterns in rice.

Regular assessments are made to ensure that the children are in the right group.

Communication with parents/carers

- Open door policy – parents/carers can speak to a member of staff at drop off/collection or arrange a face-to-face meeting.
- Tapestry – online journal.
- Direct telephone calls.
- E-mail communication.

- Individual letters to parents.
- Parents' Evenings.
- Subject based open evenings – Thursday 21 November 2024.
- Open Days.
- The school website.
- A fortnightly newsletter.
- PTA updates

Pre-school attendance was shared with the Governors.

Assessment – on track/not on track

Daily observations taken of the children which are used as part of our assessments. Written observations posted onto Tapestry for parents to access

- As of November 2024, 66.67% of children in Ladybirds are currently not on track in one or more area.
- Support is given to the children through Adult Led and Child initiated activities, next steps and further interventions. (1:1 and small groups).
- Referrals made to outside agencies

Comments were shared from Ofsted, LLP visit and parent's voice which were very positive.

A future Wish List was shared with the Governors.

Governors were invited to visit the Pre-school. The children enjoy showing their work and their Pre-school.

Q: There are 3 children starting in Grasshoppers in January and one child in the summer. Are there any children in Grasshoppers currently and how is it going?
There are no children attending currently.

Q: Bearing in mind the developmental challenges should something be offered to parents to support their children?

How the children can be supported is put on Tapestry so parents are aware. This is an area that could be explored further.

Q: What has been your biggest challenge and your biggest achievement?

The biggest achievement is that all the children have transitioned into year R happy and confidently.

The biggest challenge is making sure the children are school ready and their learning is solid.

	<p>Q: Apart from the Wishlist is there anything that the Governors could do?</p> <p>Governors are very welcome to come and visit the Pre-school. It would be lovely to show the Governors even more.</p> <p>The Governors thanked Leesa for her very informative presentation and for all of her and her team's hard work.</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>Corrie Norris, Parent Governor, was welcomed to her first Governor meeting.</p> <p>Apologies were received and accepted from Lisa Prichard.</p>	
2.	<p>Declaration of Business and Pecuniary Interests</p> <p>2.1 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 – 21 October 2024</p> <p>3.1 To agree and sign minutes of previous meeting</p> <p>3.2 Matters arising and action points (Action points below)</p> <p>The minutes of the FGB on 21 October 2024 were an accurate record of the meeting and were approved by the Chair.</p> <p>AP1: Chair to sign Approved FGB Minutes 21 October 2024 and forward to Clerk to upload to HSS.</p> <p>AP2: Clerk to send Winchester Diocese approved copy of the finalised minutes – 21 October 2024. Completed.</p>	<p>Chair</p> <p>Clerk</p>

	Action Points – FGB 21 October 2024	Who
1.	Chair to sign Approved FGB Minutes 9 September 2024 and forward to Clerk to upload to HSS. Completed	Chair

2.	Clerk to send Winchester Diocese approved copy of the finalised minutes – 9 September 2024. Completed.	Clerk
3.	Could the children (year 6) write an article for the Parish Magazine? It was suggested that photos of the library could be included – carried forward	HT
4.	Lockdown – HT to thank the staff. Completed	HT
5.	New Strategic Plan – agenda item January 2025 – discussion and themes to be outlined.	HT/All
6.	SN – nominate Foundation Governor to start in September 2025. Agenda item	SN
7.	Governors were reminded to complete their (Intent) link visits for this term. Agenda item.	All
8.	LP to speak with staff about Governors and some pupils conducting an awesome walk (School Council) around the school. Carried forward	LP

4.	<p>Head Teacher’s Report (written)</p> <p>4.1 Current challenges and celebrations 4.2 Autumn Attendance report by groups 4.3 SEND update</p> <p>The current challenges, celebrations, attendance and SEND update are contained with the HT Report.</p> <p>Governors were invited to ask questions.</p> <p>Q: The HT referred to the LLPR day in his written report. When will Governors have access to the report?</p> <p>The report is currently in draft format. The finalised report will be discussed at the January meeting. The visit was very thorough and worthwhile. SEND and English had a large focus and a school tour encompassed sharing the schools.</p> <p>AP6: LLPR report to Governors for January meeting. Agenda item.</p> <p>Q: Grasshoppers is new. When is it expected to have children on site?</p> <p>There are 3 requisites that need to be signed off. The process takes 12 weeks. The final check is on 15 January 2025. It is anticipated to open on</p>	HT
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	<p>20 January 2025.</p> <p>Q: Is there a concern about the number of unauthorised absences? A lot of families are taking holidays. Penalty Notices are being issued and procedures being followed.</p> <p>It is observed that Pupil Premium attendance has slightly increased. Intervention work is being completed with families.</p> <p>Q: There was a comment about extending Subject Leader awareness of the Pre-school. What plans are in place, how will it happen? The Subject Leaders already have some awareness about the leaning in the Pre-school. One of the staff actions this year will be to explore further how do they know that their subject is happening across the Pre-school. There will be a lot of liaison between school staff and the Pre-school staff.</p> <p>Q: In the January HT Report will the non-teaching staff performance management be included? It will be included in the January report following completion.</p>	
5.	<p>Pupil Premium and Sport Funding</p> <p>Pupil Premium Statement (for Approval)</p> <p>The Pupil Premium Statement has been rewritten and covers a 3 year plan. The Statement will be published on the school website for January. Governors were invited to ask questions. Minor amendments were discussed.</p> <p>Q: The statement refers to Executive Functioning Skills what are they? Whole school NFLA (New Forest Learning Alliance) training has been undertaken with Kit Messenger about empowering behaviour. Part of it was Executive Functioning Skills. The NFLA SENCoS met on Friday to discuss next steps. The next step is to think about Executive Functioning Skills across the schools. Each SENCo is to do some action research on different areas of Executive Functioning – working memory, tentativeness. The group will share what they have learnt for practical strategies. How do they help children to improve their skills? The research will then be shared with staff.</p> <p>AP7: May agenda – review Pupil Premium Statement.</p> <p>The Governors Approved the Pupil Premium Statement.</p> <p>AP8: Pupil Premium Statement to be uploaded to school website.</p> <p>Sports Premium update</p>	<p>HT</p> <p>HT</p>

	<p>Notification has not been received to date and it is not known if schools will receive any further funding from April. The funding received is approximately £17,000 (seventeen thousand) a year. The funding has not been included in the budget.</p> <p>The Sports Premium is based on the money that has been received and has been spent.</p> <p>Q: What is the PSP – Activity experience? New Forest Sports Partnership.</p> <p>AP9: Sports Premium Statement to be uploaded to the school website.</p>	HT
6.	<p>School Improvement Plan</p> <p>1.3 Develop parent workshops to expand home support for learning (meeting the need)</p> <p>Parent workshops have been held. Questions and Answers have been uploaded and are available to parents who were unable to attend. Attendance in year groups varied. No feedback has been received. Parents found the sessions were useful. Staff will repeat on a 2 year cycle.</p> <p>2.1 Reduce progress gap for PP/SEND pupils and lowest 20%</p> <p>Staff were very pleased with the training received from Kit Messenger. The feedback was very positive. The speaker was very inspirational. Working/training with the NFLA is very positive.</p>	
7.	<p>Safeguarding</p> <p>Safeguarding was discussed in detail with the LLP.</p> <p>Single Central Register Check has been completed.</p> <p>Safeguarding is all on track.</p>	
8.	<p>Staff Wellbeing</p> <p>The half term is going very quickly. It is a very busy half term. There is a lot of sickness and this has had an impact across the school. Staff have stepped up and worked very hard.</p>	
9.	<p>Strategic Planning and Discussion</p>	

	<p>Developing our Christian Ethos and Values (follow on from WGBT 11 November 2024)</p> <p>Loving, Hopeful and Thankful</p> <p>A core group will be formed who will invite Richard Wharton to visit to discuss the Vision and Values. The working group will be – Simon Newham, Rachel Pratt - RE Lead, Mel, Julie Edwards and Jo Plummer.</p> <p>AP10: JE to contact Richard Wharton to arrange a meeting. Feedback to FGB Spring 2 meeting – 10 March.</p> <p>Monitoring Collective Worship – how should it be done? DD, SN, JP and VW have all attended Collective Worship.</p> <p>AP11: Monitoring Collective Worship - HT to issue the evidence format sheet.</p> <p>AP12: VW to complete link form – Little Flames.</p> <p>Charity Links/Global learning and citizenship were discussed. SN will explore getting the school involved with the Rwanda link.</p> <p>AP13: SN to speak with the RE Lead – link to Rwanda.</p> <p>AP14: Whole School Worship – link to Rwanda, updates and what education looks like in Rwanda.</p> <p>AP15: Spirituality Statement within the Curriculum Statement – working group to review with Richard Wharton. Feedback to FGB Spring 2 mtg - 10 March.</p>	<p>JE</p> <p>HT</p> <p>VW</p> <p>SN</p> <p>HT/SN</p> <p>Working group</p>
10.	<p>Governor Matters</p> <p>10.1 Constitution/succession planning</p> <p>Lucy Ladd – Parent Gov – 6 Dec 2024 Marie Macey-Dare – Co-opt Gov – 9 Dec 2024</p> <p>Parent Governor appointment – Corrie Norris</p> <p>Appointment of Co-opted Governor Chris Wilshire</p> <p>Foundation Governor update</p> <p>LL (Parent Governor) and MMD (Co-opted Governor) will be stepping down from their role of Governor at the end of their Term of Office.</p>	

<p>The IDSR (Inspection Data Summary Report) was discussed. The IDSR summarises and analyses the available data about a school. The IDSR will be reviewed at the next meeting alongside the LLP report.</p> <p>AP18: CN to book Induction for Governors training.</p> <p>10.4 Feedback on visit to Heathlands School</p> <p>DD and VW visited Heathlands School in Bournemouth. DD wanted to expand his knowledge about different schools. The aim was to get a better understanding of the role as a Governor and to get experience of an inner city school.</p> <p>The Headteacher was extremely welcoming, open and interesting. The Headteacher was very proud of her staff and the children. The school has 121 children. There are many challenges because of the school location. There is 66% Pupil Premium, 23% EAL (English as an additional language), 2 nonverbal and 2 children in nappies in year R. There are 4 EHCPs in the nursery. There is a high level of diversity.</p> <p>There are 11 teachers and no Teaching Assistants unless they are 1:1.</p> <p>A lot of children travel by bus and this does cause additional operational challenges.</p> <p>A tour of the school and classes was undertaken.</p> <p>The outcomes at KS2 were at National which is excellent.</p> <p>The visit was very fascinating. The staff were all very proud to work there. The school is really making a difference to the children. Their pride was excellent and lovely to see. You could see by getting the right teachers it has made a difference.</p> <p>How does your visit help Brockenhurst?</p> <p>Exposure is knowledge. DD concluded that as governors we should be very proud of the results achieved and the behaviour of the children. What the Headteacher and the team do is exceptional. It also confirmed his view that investing in staff is key.</p> <p>10.5 Governor feedback from any other meetings</p> <p>SN had a meeting with the Chair at South Baddesley to discuss Foundation Governors. The Chair was very keen to look at opportunities to have joint training going forward.</p>	<p>HT</p> <p>CN</p>
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	There were no items to consult with parents.	
16.	<p>Dates for future meetings</p> <p>FGB Monday 20 January 2025 at 4.30 pm</p> <p>HTPM Wednesday 5 March 2025 at 8.30 am</p> <p>FGB Monday 10 March 2025 at 4.30 pm</p>	
	<p>Impact Statement</p> <ul style="list-style-type: none"> • Pupil Premium Statement – Approved • Sports Statement-Approved • Agreed to form a working group to review and develop the Christian ethos and values. • Reviewed the development of our Pre-school • Held HT to account through exploration of data • Appointed 2 Governors – Parent and Co-opted Governor 	
	<p>A big thank you was given to MMD and LL for their contribution to the Governing Body and to the school and children.</p> <p>The Chair thanked everyone for attending and for their valued contributions.</p> <p>The meeting ended at 6.30 pm.</p>	

	Action Points – FGB 2 December 2024	Who
1.	Chair to sign Approved FGB Minutes 21 October 2024 and forward to Clerk to upload to HSS. Completed	Chair
2.	Clerk to send Winchester Diocese approved copy of the finalised minutes – 21 October 2024. Completed.	Clerk
3.	Could the children (year 6) write an article for the Parish Magazine? It was suggested that photos of the library could be included – carried forward	HT
4.	New Strategic Plan – agenda item January 2025 – discussion and themes to be outlined.	Chair/Clerk
5.	LP to speak with staff about Governors and some pupils conducting an awesome walk around the school. Carried forward	LP

6.	LLPR report and IDSR to Governors for January meeting. Agenda item.	HT/Clerk
7.	May agenda – review Pupil Premium Statement.	HT/Clerk
8.	Pupil Premium Statement to be uploaded to school website.	HT
9.	Sports Premium Statement to be uploaded to the school website.	HT
10.	JE to contact Richard Wharton to arrange a meeting to discuss Vision and Values. Feedback to FGB Spring 2 meeting – 10 March	JE
11.	Monitoring Collective Worship - HT to issue the evidence format sheet.	HT
12.	VW to complete link form – Little Flames.	VW
13.	SN to speak with the RE Lead – link to Rwanda.	SN
14.	Whole School Worship – link to Rwanda, updates and what education looks like in Rwanda.	HT/SN
15.	Spirituality Statement within the Curriculum Statement – working group to review with Richard Wharton. Feedback to FGB Spring 2 meeting – 10 March	Working group
16.	SN – nominate Foundation Governor to start in September 2025.	SN
17.	Agenda item – review Curriculum Link Governors	All/Clerk
18.	CN to book Induction for Governors training.	CN
19.	KP to arrange a H&S walk with David.	HT/KP
20.	HT to feedback to staff from governors – congratulations and thank you for their hardwork with the Christmas fayre.	HT
21.	Newsletter – HT to provide feedback re swimming.	HT

22.	January agenda item – strategic plan	Chair/HT/Clerk
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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