



Brockenhurst Church of England Primary School And Pre-School

Full Governor Board Meeting

On Monday 8 September 2025 at 4.30 pm

MINUTES

<p><u>Present:</u></p> <p>John Littlewood (JL) Headteacher Mark Curzon (MC) Foundation Governor Denis Dooley (DD) Co-opted Julie Edwards (JE) Co-opted (DHT) Corrie Kolaczowski (CK) Parent Governor Jo Plummer (JP) Foundation Kevin Plummer (KP) Local Authority Lisa Prichard (LP) Staff Governor Andy Simmons (AS) Parent Governor Chris Willsher (CW) Co-opted Governor</p> <p>In Attendance: Tracy O'Connor LA Clerk</p>	<p><u>Apologies</u></p> <p>Simon Newham (SN) Ex-Officio Foundation</p>
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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.

The meeting was quorate throughout and commenced at 4.30 pm.

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>Apologies were received and accepted from Simon Newham.</p> <p>Mark Curzon was welcomed to his first FGB as Foundation Governor. Introductions were made.</p> <p>JP opened the meeting with a prayer.</p>	
2.	<p>Election of Chair and Vice Chair for the new academic year</p> <p>The Clerk asked for nominations to appoint the Chair and Vice Chair for the 2025/26 academic year. The Governors discussed nominations, and both appointments were agreed by the FGB.</p>	

	<p>FGB Chair – Chris Willsher Nominated by Kevin Plummer Seconded by John Littlewood</p> <p>FGB Vice Chair - Kevin Plummer Nominated by Chris Willsher Seconded by Jo Plummer</p>	
3.	<p>Presentation – Safeguarding</p> <p>Keeping Children Safe in Education is updated annually. The Governing Body need to be made aware of any changes and how that would impact on their role.</p> <p>At the beginning of the term staff received their KCSiE update and completed their safeguarding and prevent training.</p> <p>Governors have clear responsibilities under the guidance which have all been completed.</p> <p>KCSiE PowerPoint slides were shared with the Governors and uploaded to HSfS following the meeting.</p> <p>KCSiE has been uploaded to the school website, and a copy is available at the school.</p>	
4.	<p>Terms of Reference for new academic year 2025/26</p> <p>AP1: Clerk to send the Terms of Reference to CW for review. Completed AP2: Terms of Reference – agenda item next meeting.</p>	Clerk Clerk
5.	<p>Declaration of Business and Pecuniary Interests</p> <p>5.1 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 this agenda.</p> <p>5.2 Update Declaration of interests for new academic year on HSS.</p> <p>AP3: Governors to advise the Clerk if they have any Declarations of interest. Clerk to update HSfS.</p> <p>5.3 Confirm your agreement on HSS that you have read and understood Keeping Children Safe in Education for the new academic year – (Updated guidance comes into effect on 1 Sept 2025)</p>	Clerk

	<p>https://www.gov.uk/government/publications/keeping-children-safe-in-education--2</p> <p>5.4 Confirm you have completed Prevent Training on HSS. https://www.support-people-susceptible-to-radicalisation.service.gov.uk/prevent-duty-training-learn-how-support-people-susceptible-radicalisation</p> <p>AP4: KCSiE - Clerk to update HSfS. Completed. AP5: Governors to advise the Clerk when they have completed the Prevent training. Clerk to update HSfS.</p>	
6.	<p>Minutes of Last FGB Meeting – 14 July 2025</p> <p>6.1 To agree and sign minutes of previous meeting 6.2 Matters arising and action points (Action points below)</p> <p>The minutes of the FGB meeting on 14 July 2025 were agreed as an accurate record of the meeting and were approved by the Chair.</p> <p>AP6: Chair to sign Approved FGB Minutes 14 July 2025 and forward to Clerk to upload to HSS.</p>	Chair

	Action Points – FGB 14 July 2025	Who
1.	Chair to sign Approved FGB Minutes 19 May 2025 and forward to Clerk to upload to HSS. Completed	Chair
2.	New signage at school gates (strategic goals) to be in place for September. A mockup of the signage has been requested today.	HT
3	Catering contract to be signed and in place. The contract has been signed and in place. The new contract will start from January.	HT
4.	HT to feedback to staff on behalf of governors to acknowledge that this is a difficult time and that their great service to children shows in their professionalism. Completed	HT
5.	SN to pursue foundation governor application paperwork to progress. Completed	SN
6.	Governors to look at new Governor Action plan in the autumn term – to be added to FGB agenda.	All/Clerk
7.	WGBT to be added to September 2025 FGB agenda.	Clerk
8.	Governor roles and responsibilities to be added to September FGB agenda.	Clerk

9.	Governors to issue a letter to parents at the start of autumn term. A letter to be sent explaining what the Governor role is and how Governors can be contacted.	All/Clerk
10.	Parent surveys to be sent out in the autumn term, to an alternative email address, with a report to governors to follow. The Parent survey is ready and will be issued in October.	HT/JP
11.	Parent representative to be invited to present information on smart phone free schools to governors in the autumn term. CK to invite to the October FGB meeting.	CK/HT
12.	SIAMS training for governors. Update – the link at the Diocese will be Sue Bowen. Date to be arranged in the autumn term. The school are due a SIAMS inspection. A discussion will be held at the inspection.	HT

7.	<p>Headteacher Report (verbal)</p> <p>Update on start of academic year and challenges and celebrations</p> <p>Number on Roll</p> <p>Grasshoppers average of 5 children Pre-school 18 children</p> <p>Number on roll for the whole school is 190. Numbers are higher than were initially projected which is positive.</p> <p>Year R 24 Year 1 23 Year 2 20 Year 3 28 Year 4 29 Year 5 34 Year 6 32</p> <p>Open mornings have been advertised on the noticeboard for October. Discussions have been held with local Pre-schools.</p> <p>Q: Are there still brochures available to distribute? Yes, there are still brochures available and can be collected from Reception.</p> <p>Q: How many children were on roll this time last year? 192 children across the whole school</p>	
8.	SIP overview 2025/26	

	<p>Governors had received the new SIP in the summer term. The SIP has been reviewed. Governors were invited to ask questions. There were no questions received.</p> <p>Governors unanimously approved the SIP for 2025-26.</p>	
9.	<p>SEND</p> <p>JE provided an update of the current position.</p> <p>A child has been accepted and has got their placement which is positive.</p> <p>An application was submitted and has been approved for an EHCP.</p> <p>Q: How long has the journey taken for a teacher/parent identifying need for the child to get their placement? The need was identified in year R and the placement took until year 5.</p>	
10.	<p>Safeguarding</p> <p>10.1 Safeguarding Update – KCSiE 2025</p> <p>Discussed previously in the minutes.</p> <p>JP advised that in KCSiE there are some good links for parents on how to keep their child safe in various situations.</p> <p>Q: Will those links be shared with parents? The links could be made available on the website and parents will be advised.</p> <p>All year 6 children have received a booklet providing guidance and where to go in various situations.</p> <p>10.2 Safeguarding Visits 10.3 Safeguarding Action Plan 25/26 Safeguarding Visits and the Action Plan have been scheduled.</p> <p>10.4 HCC Annual Safeguarding Audit by 30 September JP advised that she has arranged a meeting with MMD to conduct the Audit.</p>	
11.	<p>Staff Wellbeing</p> <p>Two new members of staff have been recruited.</p> <p>Mrs Dolbear will be starting maternity leave. A thorough handover has been conducted.</p> <p>Following exit interview feedback and from performance management it was identified that teams do not get to spend a lot of time together. Time was</p>	

	<p>dedicated at the Inset day for teams to have time together to look at documents and to address any questions. This ensured a strong start to the year.</p> <p>Wellbeing is very high. Staff are very happy and confident.</p> <p>There has been a lot of change and this was discussed at the Inset day.</p> <p>Q: With all the changes that have happened and will be happening has the wellbeing of staff and their morale increased from last term? Staff are staying positive and their wellbeing is as good as it could be.</p> <p>Q: Is there anything that Governors can do to keep the staff morale and wellbeing positive? Not currently, thank you.</p> <p>Q: If you asked the staff generally, do they know why changes are happening? The staff are up to date and know why the changes are happening. It was well explained. Everyone was treated fairly and equally.</p> <p>The HT provided the Governors with an update of the current position. There is an open-door policy and support is given as much as possible.</p>	
12.	<p>Governor Matters</p> <p>12.1 Constitution</p> <ul style="list-style-type: none"> • 1 x Co-opted vacancy to carry into 2025-26 <p>The Governor skills matrix was discussed – It would be positive to have a Governor with SEND/Early Years background. It was agreed the vacancy will be advertised. (Newsletter, Lymington Times, LA recruitment, WhatsApp groups, Parish Magazine, Brockenhurst College).</p> <p>AP11: Clerk to issue the Governor Skills Matrix. AP12: Clerk to send DD, CW and the HT the governor recruitment wording. Completed</p> <p>12.2 Governor link visits and Governor roles and responsibilities 2025/26</p> <p>The Governor roles and responsibilities, HTPM and Pay Committees were discussed and agreed as below.</p> <p>The year 6 community enterprise starts on Friday this week. It provides the children with an insight into skills sets and different job prospects that are available.</p> <p>12.3 WGBT - Training to be agreed and booking by 31 December</p>	Clerk Clerk

	<p>Previously joint training was undertaken with the Governors and staff which was very successful.</p> <p>The SIAMs training is provided by the Diocese.</p> <p>AP13: HT to contact Governor Services to ask if they would be able to provide bespoke training on SEND for the Governors and Staff.</p> <p>12.4 Governor feedback from any other meetings</p> <p>There was no Governor feedback from any other meetings.</p> <p>12.5 GB Action Plan</p> <p>Headline objectives:</p> <ol style="list-style-type: none"> 1. Put in place new plan for governors 2. Succession planning and new members 3. Working with other schools <p>AP14: GB Action Plan (last year) – Clerk to send to CW.</p> <p>12.6 Annual Governor letter to parents</p> <p>Discussed previously in the minutes.</p>	<p>HT</p> <p>Clerk</p>
13.	<p>Health and Safety (Verbal Update)</p> <p>13.1 Site Walk</p> <p>The nursery garden has nearly been completed. The remaining astro turf will be fitted next Monday.</p> <p>AP15: HT/KP to arrange a date with David to complete a site walk.</p> <p>Q: Has there been a fire drill? A fire drill is planned for this week.</p> <p>13.2 Training N/A</p>	
14.	<p>Parent Governor Feedback</p> <p>(Opportunity for parent governors to inform Governing Body of any particular issues)</p> <p>There was no Parent Governor feedback.</p>	
15.	<p>Documents and Policies for review and approval</p>	

15.1 Governors Code of Conduct (contained in Governor Handbook 23/24) – Approved by the FGB

15.2 Adopt HCC Governors Good Practice Guide – Adopted by the FGB

15.3 Confirm Approval of policies -

No changes have been made to the policies. All policies have been adopted through HCC. All policies are available on the website.

- Attendance Policy
- CCTV Policy
- Charging and Remissions Policy
- Child Protection Policy – HCC
- Collective Worship Policy - Diocese
- Confidentiality Policy - HCC
- GDPR Policy
- Health and Safety Policy - HCC
- Model Safeguarding Policy - HCC
- Online Safety Policy – National Guidance
- Remote Education Guidance Policy
- School Dog Policy
- SEND Policy
- Relationships and Sex Policy
- Supporting Pupils with Medical Conditions Policy - HCC
- Travel Policy – part of STARS
- Vulnerable Children Policy - HCC

The FGB confirmed their Approval to the policies.

15.4 Confirm adoption of policies and procedures within the Manual of Personnel Practice

MOPP Policies

- Absence Policy (not statutory but strongly recommended)
- Disciplinary Procedure
- Performance Management Policy
- Capability Procedure
- Resolving Workplace Issues Policy (as of 1 September 2023, previously the Grievance Procedure up to 31 August 2023)
- School ICT Policy (not statutory but strongly recommended)
- School Code of Conduct (not statutory but strongly recommended)
- Procedure for Protected Disclosures (Whistleblowing)
- Pay Policy
- Dignity at Work Policy
- Low Level Concerns Policy
- Equalities Policy or Employment Equalities Policy
- Social Media Policy

	<ul style="list-style-type: none"> • Procedure for Restructures and Reductions (share where staff are affected) <p>All policies were approved/adopted by the FGB.</p>	
16.	<p>Correspondence</p> <p>No correspondence has been received.</p>	
17.	<p>Items to Consult/Inform Parents</p> <ul style="list-style-type: none"> • Parent and Pupil Survey • Governor letter <p>AP16: To include in Newsletter – parents/Governors – MiDAS (Minibus Driver Awareness Scheme)</p>	
18.	<p>Dates for future meetings</p> <p>HTPM Wednesday 17 September – 8.30 am (LLP confirmed)</p> <p>FGB Monday 6 October – 4.30 pm</p> <p>FGB Monday 8 December – 4.30 pm</p> <p>AP17: Clerk to issue 2025/26 meeting schedule. Completed.</p>	Clerk
	<p>Impact Statement</p> <ul style="list-style-type: none"> • Appointed Chair and Vice Chair for new academic year. • Approved the SIP 2025/26. • Approved and adopted policies. • Appointed Governor roles and responsibilities. 	
	<p>The Chair thanked everyone for their time at the meeting.</p> <p>The meeting ended at 6.57 pm.</p>	

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1.	Clerk to send the Terms of Reference to CW for review. Completed	Clerk
2.	Terms of Reference – agenda item next meeting.	Clerk
3.	Governors to advise the Clerk if they have any Declarations of interest. Clerk to update HSfS.	All

4.	KCSiE - Clerk to update HSfS. Completed	Clerk
5.	Governors to advise the Clerk when they have completed the Prevent training. Clerk to update HSfS.	All
6.	Chair to sign Approved FGB Minutes 14 July 2025 and forward to Clerk to upload to HSS.	Chair
7.	Governors to look at new Governor Action plan in the autumn term – to be added to FGB agenda.	All/Clerk
8.	Governors to issue a letter to parents at the start of autumn term. A letter to be sent explaining what the Governor role is and how they can be contacted.	Chair/HT
9.	Parent representative to be invited to present information on smart phone free schools to governors in the autumn term. CK to invite to the October meeting.	CK
10.	SIAMS training for governors. Update – the link at the Diocese will be Sue Bowen. Date to be arranged in the autumn term. The school are due a SIAMS inspection and a discussion will then be held.	HT
11.	Clerk to issue the Governor Skills Matrix. Completed	Clerk
12.	Clerk to send DD, CW and HT the governor recruitment wording. Completed	Clerk
13.	HT to contact Governor Services to ask if they would be able to provide bespoke training on SEND for the Governors and Staff.	HT
14.	Governing Board Action Plan – Clerk to send to CW. Completed	Clerk
15.	HT/KP to arrange a date with David to complete a site walk.	HT/KP
16.	To include in Newsletter – parents/Governors – MiDAS (Minibus Driver Awareness Scheme)	HT
17.	Clerk to issue 2025/26 meeting schedule. Completed.	Clerk

Roles and Responsibilities

Area	Governor
Art	Corrie Kolaczowski
DT	Simon Newham
English	Chris Willsher
Humanities (Geography/History)	Denis Dooley
IT	Chris Willsher
Maths	Denis Dooley
Modern Foreign Languages	Corrie Kolaczowski
Music	Corrie Kolaczowski
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	Mark Curzon
Early Years including Pre-School	Jo Plummer
Health and Safety, Finance	Kevin Plummer
Pupil Voice	Simon Newham
Safeguarding	Jo Plummer
SEND	Chris Willsher
Staff Wellbeing	Simon Newham/Jo Plummer

Committees	
Headteacher Performance Management John Littlewood Chris Willsher (Chair) Simon Newham Kevin Plummer Tracy O'Connor (Clerk)	Pay Committee Chris Willsher John Littlewood Jo Plummer Kevin Plummer

MINUTES APPROVED

Signature

Name (PRINT)

Position

Date