



Brockenhurst Church of England Primary School And Pre-School

Full Governor Board Meeting

On Monday 10 March 2025 at 4.30 pm

MINUTES

<p><u>Present:</u> Vicky Wales (VW) Foundation (Chair) John Littlewood (J Li) Headteacher Denis Dooley (DD) Co-opted Julie Edwards (JE) 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 Chris Willsher (CW) Co-opted Governor</p> <p>In Attendance: - Tracy O'Connor LA Clerk</p>	<p><u>Apologies</u> Corrie Norris (CN) 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.

<p>Presentation – Numeracy – Beth Dolbear</p> <p>Maths Vision for Brockenhurst CE Primary School:</p> <p>At Brockenhurst Primary School we empower our children with a 'CAN DO' attitude. We encourage children to develop their knowledge and understanding of mathematics and aim for all pupils to enjoy and achieve in mathematics and become confident mathematicians.</p> <p>We aim that all children:</p> <ul style="list-style-type: none">· Become fluent in the fundamentals of mathematics so that they develop conceptual understanding and the ability to recall and apply knowledge rapidly and accurately.· Can solve problems by applying their mathematics to a variety of problems	
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with increasing sophistication, including in unfamiliar contexts and to model real-life scenarios.

· Can reason mathematically by following a line of enquiry and develop and present a justification, argument or proof using mathematical language.

Our beliefs: We believe that through quality first teaching and intelligent practice, children learning together and immediate intervention that all children have the potential to 'go deeper' and broaden their understanding of mathematical concepts.

Maths overview

Brockenhurst follow the White Rose long term plans. An example was shared with the Governors. Teachers can access all of the resources and their plans.

- Mastery approach - Pupils are taught through whole-class teaching, enabling all to master the concepts necessary for their year group.
- 6 months to 11 years.
- Assessment – termly data drops, termly formal assessments, weekly POPs (Point of Proof) and daily assessment against the learning objective. All of this informs our teaching and learning journey.

This Year

- Began the year by passing on data to the children's new teachers and identifying the lowest 20% of children in each cohort to ensure staff are aware and can track these children closely
- Identified our priority year groups for interventions based on the end of last year's data
- Established routines in class's to monitor progress in fluency of number and times table fluency
- Monitored maths teaching and learning through learning walks, book looks, progress checking and teacher meetings

Progress Checking

- When discussing data, we have been looking at it as combined results rather than just maths in isolation to select our target children.
- Using teacher meetings to follow up from progress checking and to consider what interventions we are putting in place and whether there is anything else we could try.
- Also using teacher meetings to look in books and consider if a child has not met a learning objective, what we are doing and what we would expect to see in books.

Recent learning walk

- High levels of engagement
- Clear progression across the school from Grasshoppers up to Year 4
- Children able to articulate what they are learning about
- Adaptations made for SEN children – inclusive environments
- Opportunities for problem solving and more challenging problems to stretch GDS children
- Variety of models and representations – bar models, place value counters, place value charts, real-life contextual pictures, tens frames, Numicon

Next Steps

- How do we use our maths environments to support the children?
- How do we cut away out GDS children earlier?

Parent Workshops

- Overview of our curriculum for maths
- Methods taught for the four operations:
 - addition
 - subtraction
 - multiplication
 - division
- How parents can help at home

Challenges

- Costly to resource
- Consideration of resourcing lessons in a different way

Q: Identifying priority year groups – can you advise what the impact has been of those interventions?

Children are taken out of class 2 or 3 times a week with a trained TA to have interventions or schemes of work that have been recommended by Hampshire. When progress checking is completed those children are often the children whose progress is discussed. If they are making good progress or the teacher is able to see that progress in class that shows that the intervention is having an impact. This has been seen in some year groups. As children progress they are able to be taken off of that intervention. A positive impact has definitely been seen.

Q: What do the children miss when they are taken out of class for interventions?

Interventions are in the afternoon and it is generally a foundation subject. They try to ensure that the interventions are short (20 mins) so they do not miss the whole of the foundation subject. They try to make sure that it is not always the

	<p>same subject. One area that is discussed when the children are having an intervention is are they going out just for a maths intervention or is it for a reading or spelling intervention as well. If so those children are prioritised.</p> <p>Q: You advised that parent support at workshops was disappointing. How can this be resolved?</p> <p>The answer is not known. The parent workshops were delivered in response to parent feedback through parent surveys. In year 6 they hold a SATs information evening so there are other opportunities where they reach out to parents. The PowerPoints that were shared in the parent workshops were put on the year group blogs. It was agreed that in the next parent survey a question will be asked about the parent workshops. It would be interesting to get their feedback. If a workshop is offered ‘helping your child to succeed’ – would you be interested? Would you prefer to have at the school or online? Timing?</p> <p>Q: What times were the workshops run?</p> <p>They were at staggered times so that if parents had siblings they could go to both. They started at 3.30 pm and were staggered. It was proposed that maybe an online workshop at a later time would be well received.</p> <p>It could be that the lack of engagement is a complement to the teaching.</p> <p>The school want the parents to know all the positive things that are happening in the school.</p> <p>It was suggested that a live teams meeting could be recorded and uploaded to the year group pages for reference.</p> <p>DD attended the learning walk and said that all the children were really engaged and happy. All children were taken on a journey. Some of the learning walls needed updating. It was a very helpful learning walk.</p> <p>Beth was thanked for her very clear and informative presentation.</p> <p>AP1: Agenda item next meeting (May) – Parent and Pupil survey.</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>	

	Apologies were received and accepted from Corrie Norris.	
2.	<p>Declaration of Business and Pecuniary Interests</p> <p>2.1 To record any business, pecuniary or personal interest on the agenda items. There were no new declarations of business or pecuniary interests declared relevant to the agenda.</p>	
3.	<p>Minutes of Last FGB Meeting – 20 January 2025</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 20 January 2025 were an accurate record of the meeting and were approved by the Chair. AP2: Chair to sign Approved FGB Minutes 20 January 2025 and forward to Clerk to upload to HSS. Completed AP3: Clerk to send Winchester Diocese approved copy of the finalised minutes – 20 January 2025. Completed.</p>	Chair Clerk

	Action Points – FGB 20 January 2025	Who
1.	Chair to sign Approved FGB Minutes 2 December 2024 and forward to Clerk to upload to HSS. Completed	Chair
2.	Clerk to send Winchester Diocese approved copy of the finalised minutes – 2 December 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. VW to liaise with Beth.	HT
4.	May agenda – review Pupil Premium Statement.	HT/Clerk
5.	JE to contact Richard Wharton to arrange a meeting to discuss Vision and Values. Meeting rescheduled. Feedback 19 May 2025.	JE
6.	Spirituality Statement within the Curriculum Statement – working group to review with Richard Wharton. Meeting rescheduled. Feedback 19 May 2025.	Working group
7.	SN – nominate Foundation Governor to start in September 2025. There has not been a lot of success. It has appeared on the PCC agenda. People have been approached.	SN

8.	Volunteers to talk with the children and ask every day questions – HT to discuss with year 1 and 2 and reception. HT to include in the Newsletter. Regular people attend to do reading and do have a chat with the children. Lisa will discuss with the KS1 teachers. LP to provide feedback.	HT/LP
9.	HT to remind parents of the expectations that should be followed if they are going to email teachers. Completed. No feedback has been received.	HT
10.	Inset Day Approval – March agenda. Completed	Clerk
11.	Clerking Service - Clerk to complete form and send to Governor Services. Completed	Clerk

4.	<p>Head Teacher’s Report (verbal)</p> <p>4.1 Current challenges and celebrations 4.2 Spring Attendance report by groups 4.3 Pre-school occupancy</p> <p>The Number on Roll currently is 226 which includes 29 in the Pre-school.</p> <p>Attendance</p> <p>Attendance is at 95.6%, SEN 96.17% and Pupil Premium is 92.66%. The school continue to work with families and Early Help Hub to support the families where attendance is an issue..</p> <p>Current Challenges</p> <p>Pre-school numbers are a challenge for children aged 2 and upwards. This is because there is a decline in birth-rate.</p> <p>Celebrations</p> <p>The school have successfully appointed a teacher for September. In year 2 there has been in-house cover this year. 13 excellent applications were received. 5 applicants were interviewed and all were very strong.</p> <p>Q: The recruitment is really positive to hear. There are 2 members of staff who are covering. They knew that they were only covering. Will they continue to be used?</p> <p>The contract is for one year and they will continue to work until the end of the year. They have been given the opportunity to apply.</p>	
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Nursery numbers are rising steadily. By the summer term there will be 3 / 4 of the 6 places filled. Two children attend regularly.

The numbers for year R for next September are positive – 25 / 26 children which is very good.

A fire evacuation has been completed successfully and within the time parameters. The role of the Fire Marshalls is an area that was looked at and going forward will be reviewed to ensure they are even more efficient.

Q: When the Health and Safety walk was completed it was acknowledged that all class room doors were kept open which is in the Fire Safety Plan. If there is an evacuation all doors should be closed. Were the Fire Marshalls checking the doors were closed?

All doors were closed. The Fire Marshalls do check all doors are closed.

A new HIASS team member completed a EYFS supportive visit. They are new to the team and will be working with Lisa to look at the current provision.

EHCP applications – unless a child has a clinical diagnosis the applications will not go to assessment. This is a concern. Children who have previously received funding because they have a need will no longer receive that funding. This puts the school in a difficult position as they are not able to provide the support. Some children will suffer. This has added to the caseload and is a challenge.

Sports Funding has ceased. This will have a significant impact. The school currently pays into the Priestlands Sports Partnership, the minibus hire and staff to go with the children the minibus.

Q: Is Priestlands finishing the programme?

Priestlands wants to maintain the programme. The problem is the school cannot get there without a minibus. They currently use Community First and a member of staff accompanies the children. This equates to 3 hours of staff time and the cost of the minibus hire.

Q: Have you discussed with Priestlands about them collecting the children?

This will be discussed with Priestlands. Other local schools may be able to loan their minibus if the timings fit. There are also trained minibus drivers in the village that may be an option.

AP9: HT to discuss with Priestlands if they would be able to pick up the children to attend the Sports Partnership.

Q: How much is it to buy a minibus?

It is approximately £18,000 (eighteen thousand) including the teacher salary. The minibus cost is approximately £2,000 (two thousand).

AP10: SN to explore options whether a wealthy benefactor would consider donating funds for the school to have their own school minibus.

Q: If this is an extra-curricular activity could the parents of the children participating pay a subscription to attend?

The main reason the school take part is to provide opportunities for all children to attend.

Teacher Performance Management will be completed this month. Checks will be made to look for growth and challenge and Subject Leadership.

The Church and school planned for a beautiful session in London on Christian Aid but the child who was going to attend was poorly and could not go. Thanks were given to the Church and to Mel for being invited.

The school has received a grant from Hampshire for £20,000 (twenty thousand) which is excellent. The school have submitted an application for a grant from DfE but the outcome is not currently known.

Inset Days

Wednesday 3 September	Safeguarding, general updates. Teams and classes to meet
Monday 3 November	Shared – Hampshire Inspectors attend CPD workshops
Monday 20 July Tuesday 21 July Wednesday 22 July	6 twilight sessions CPD/SEN updates

The FGB approved the Inset Days.

5. Budget and Finance

Please see Confidential minutes.

6. SFVS

Schools Financial Value Standard (SFVS) Submit completed and approved SFVS to local authority no later than 31 March 2025

KP and MMD have worked on the SFVS. The form is the same as the previous year. There have been no changes. All Governors have received a copy.

	<p>The Governors approved the SFVS.</p> <p>AP11: If Governors have not completed the Understanding Finance in Schools training Governors are encouraged to complete it. Virtual training is available.</p> <p>AP12: Chair to sign the SFVS.</p>	<p>All</p> <p>Chair</p>
7.	<p>Safeguarding</p> <p>There have been no updates to the Safeguarding Plan.</p> <p>A deep dive meeting is scheduled before Easter.</p>	
8.	<p>Staff Wellbeing</p> <p>There are some staff who are under personal pressures with various issues. Staff are continuing to support them. They are working very closely with JE and the Headteacher.</p> <p>Q: Is there anything that the Governors could/should do? Not at present.</p> <p>Q: Is it a school related problem? No it is personal. Just so you are aware.</p>	
9.	<p>Strategic Planning and Discussion</p> <p>Please see Confidential minutes.</p>	
10.	<p>Spirituality Statement within the Curriculum Statement Working group feedback</p> <p>The meeting has had to be rescheduled. Feedback will be received at the May FGB.</p>	
11.	<p>Governor Matters</p> <p>11.1 Constitution/succession planning</p> <p>1 x Co-opt Governor vacancy</p> <p>The Chair reminded the FGB that there is still a vacancy and if anyone has any nominations please let the Chair know.</p> <p>11.2 Governor Link Visits</p>	

	<p>Maths – DD completed a visit.</p> <p>English – JP completed a visit. The visit was really interesting. The classrooms were fascinating places. Thanks to the staff.</p> <p>Science – SN to arrange a visit.</p> <p>DT afternoon scheduled -VW to attend.</p> <p>Early Years visit booked – VW</p> <p>SEN visit booked - VW</p> <p>11.3 Governor Training</p> <p>School meals training – attended by VW. Documents issued to Governors.</p> <p>The Headteacher advised he has put himself forward to be the Headteacher Representative on the Hampshire consultation. There are two Headteacher Representatives for the whole of Hampshire.</p> <p>11.4 Governor feedback from any other meetings</p> <p>There was no feedback from any other meetings</p>	
12.	<p>Health and Safety (Verbal Update)</p> <p>12.1 Site Walk</p> <p>The site walk has been completed by KP and David. There were no major concerns. A couple of minor points –</p> <ul style="list-style-type: none"> • Doors • New equipment requires PAT testing. David to complete. • Concern some radiators are getting very hot. David to check temperature and if required get radiator protectors. <p>AP13: H&S Site walk - Thank you to KP and to David for all of the work he completes on the site.</p> <p>12.2 Training</p> <p>There was no training undertaken.</p>	
13.	<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> <p>World Book Day was received positively. The children attended in their comfy clothes, following parent recommendation, and listened to a story rather than have to buy or make a costume.</p>	
14.	<p>Documents and Policies for review and approval</p> <ul style="list-style-type: none"> • Admissions Policy – No changes. Approved • Inset Day - Approved 	
15.	<p>Correspondence</p> <p>No correspondence has been received.</p>	
16.	<p>Items to Consult/Inform Parents</p> <p>There are no items to consult /inform parents.</p>	
17.	<p>Dates for future meetings</p> <p>HTPM Monday 17 March 2025 at 8.30 am</p> <p>FGB Monday 19 May 2025 at 4.30 pm (Cover Clerk – Helen Thompson)</p>	
	<p>Impact Statement</p> <ul style="list-style-type: none"> • Received Maths Presentation – positive development • Scrutinised the Budget – discussion and identified unique selling points and principles to work to. Agreed need to look forward in terms of further action. 	
	<p>AP14: Chair to meet with CN (as absent from meeting) to discuss the significance of part B (confidential) minutes.</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 10 March 2025	Who
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9.	HT to discuss with Priestlands if they would be able to pick up the children to attend the Sports Partnership.	HT
10.	SN to explore options whether a wealthy benefactor would consider donating funds for the school to have their own school minibus.	SN
11.	If Governors have not completed the Understanding Finance in Schools training Governors are encouraged to complete it. Virtual training is available.	All
12.	Chair to sign the SFVS.	Chair
13.	H&S Site walk - Thank you to KP and to David for all of the work he completes on the site.	HT
14.	Chair to meet with CN (as absent from meeting) to discuss the significance of part B (confidential) minutes.	Chair

Roles and Responsibilities

Area	Governor
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Art	Corrie Norris
DT	Vicky Wales
English	Jo Plummer
Humanities (Geography/History)	Chris Willsher
IT	Chris Willsher
Maths	Denis Dooley
Modern Foreign Languages	Corrie Norris
Music	Corrie Norris
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	Vicky Wales
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

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