



# Brockenhurst Church of England Primary School And Pre-School

## Full Governor Board Meeting

**On Monday 14 July 2025 at 4.30 pm**

### MINUTES

<p><b>Present: 11 TBC</b>  Vicky Wales (VW) Foundation (Chair)  John Littlewood (J Li) Headteacher  Denis Dooley (DD) Co-opted - <b>left the meeting 17.51</b>  Julie Edwards (JE) Co-opted (DHT)  Simon Newham (SN) Ex-Officio Foundation – <b>left the meeting 18.11</b>  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  Corrie Kolaczowski (CK) Parent Governor</p> <p>In Attendance:  Helen Thompson LA Clerk</p>	<p><u>Apologies</u></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 16.27.

	<p><b>Curriculum Presentation to governors: History/Geography – postponed.</b>  J Li led a thank you and presentation to VW, to pass on the thanks from both school and the governors for her many years of invaluable and irreplaceable service on the governing body. VW was presented with a gift of appreciation.</p>	
1.	<p><b>Welcome, Prayer and Apologies</b>  <b>16.55 FGB Meeting.</b>  The agenda and supporting documents were circulated to the FGB prior to the meeting to enable questions to be prepared. All governors were in attendance.</p> <p>SN opened the meeting with a prayer.</p>	
2.	<p><b>Declaration of Business and Pecuniary Interests</b></p> <p><b>2.1 To record any business, pecuniary or personal interest on the agenda items.</b>  There were no new declarations of business or pecuniary interests declared relevant to this agenda.</p>	

3.	<p><b>Minutes of Last FGB Meeting – 19 May 2025</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>Both sets of minutes (main meeting and confidential minutes) from FGB on 19 May 2025 were agreed as accurate record of the meeting and were approved by the Chair.  It was noted that the two actions from the confidential minutes have been completed.</p> <p><b>AP1: Chair to sign Approved FGB Minutes 19 May 2025 and forward to Clerk to upload to HSS.</b></p>	
		<b>Chair</b>

	Action Points – FGB 19 May 2025	Who
1.	Chair to sign Approved FGB Minutes March and forward to Clerk to upload to HSS. <b>Completed.</b>	Chair
2.	HTPM mid-year review to be scheduled. <b>Completed.</b>	HT/Panel
3.	Safeguarding learning walk to be scheduled after half term. <b>Completed.</b>	VW/JP
4.	JP/LP to work on updated parent survey. <b>Completed.</b>	JP/LP
5.	SN, CK, Kirsty (TBC) to meet to create pupil survey questions. <b>Completed.</b>	SN/CK
6.	Parent and pupil surveys to be completed mid-summer 2. <b>Included on agenda.</b>	HT
7.	SEN monitoring date is to be arranged: <b>Completed</b> with learning walk and annual SEN audit.	VW
8.	Governors to look at WGBT options on HSS for July FGB. <b>Included on agenda.</b>	All
9.	JL/Chair to contact Richard Wharton for SIAMS training for governors. Update – the link at the Diocese will be Sue Bowen. Date to be arranged in the autumn term.	JL/Chair <b>Carry Forward</b>
10.	HT to pass on thanks to staff for their hard work in organising school trips. <b>Completed.</b>	HT
11.	Clerk to add meeting dates to HSS calendar. <b>Completed.</b>	Clerk
12.	Governor to look at responsibilities and roles on the board for 2025-26 to discuss at July meeting. <b>Included on agenda.</b>	All

13.	HT to ask for parent volunteers to finish the work outside pre-school – newsletter. <b>Completed.</b>	HT
14.	HT to remind parents about road safety. <b>Completed.</b>	HT

There were no further comments regarding the minutes from 19 May 2025.

4.	<p><b>Headteacher Report (verbal)</b></p> <p><b>4.1 Current challenges and celebrations</b></p> <p><b>Challenges:</b> The restructure continues to take up a significant amount of physical time, which involves consultation with the HCC legal team to complete the required actions. There is an open-door policy for staff to ensure open communication and dealing with processes with dignity. The final hearings and associated paperwork will be completed by 18 July.</p> <p><b>Celebrations:</b> <b>Fundraising</b> has been successful with grants and additional income raising £17,645. Investment has been made to ensure the nursery remains cost neutral.</p> <p><b>Recruitment.</b> A successful appointment has been made for Year R, and to cover the maternity leave from September. These early appointments will ensure there is a smooth start for year R and a smooth transition for children.</p> <p><b>4.2 Summer attendance report by groups</b> Whole School attendance; 95.4% SEN attendance: 95% Pupil Premium Attendance: 94.9%</p> <p><b>Q: Regarding attendance, we know ski holidays are an issue for the school, is there a similar pattern for summer holiday absences?</b> A: No, in the summer terms absences tend to be 1-2 days to make a long weekend. We expect sickness absences to increase towards the end of this last week of term, to travel ahead of the cost increases. We have looked at this when scheduling INSET days for 2025-26.</p> <p><b>Governor noted that looking ahead, Priestlands have changed their holidays with an additional week at half term, and this could impact where families have older siblings.</b></p> <p><b>Governor noted their concern regarding the impact on children and staff with time out of school.</b> A: Having odd days of absence is much more manageable than longer periods of time.</p> <p><b>4.3 Pre-school occupancy</b></p>	
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	<p>26 children attend the pre-school. 20 of these children move to year R in September. Anticipated for pre-school in the autumn term are 8-13 children with additional numbers from January 2026. Grasshoppers have 4-5 children daily.</p> <p><b>4.4 Complaints – areas raised, lessons learned</b> Governors were updated on behaviour related complaints that have been received, which have arisen from the understanding of the Behaviour Policy and its implementation. The policy has been reviewed and updated by governors. The policy meets the expected requirements, and it implemented consistently. No complaints, to date, have been escalated.</p> <p><b>4.5 Bullying incidents</b> Governors were updated that a governor panel met to review and respond to a parental representation regarding a recent decision to suspend a child.</p> <p><b>Q: Is this likely to be escalated by the parents?</b> A: The parent may appeal as there has now been 2 separate suspensions which is 6.5 days in total.</p> <p><b>Q: Has there been an indication that the parent will escalate this?</b> A: Not yet. A challenge may come from another family.</p> <p>Governors were asked to note that the panel were satisfied that the Headteacher had gone over and above requirements in dealing with this situation.</p>	
5.	<p><b>SATs/EoY Data</b></p> <p>Governors were updated on pupil outcomes as collated on Friday 11 July.</p> <p><b>EYFS:</b> 66.7% children achieved a good level of development. National: 67% 1 child joined the school at Easter.</p> <p><b>Year 1 Phonics screening:</b> 95% (national of 80%) Boys 89% (national 77%) Girls 100%</p> <p>Governor noted that the improvements in phonics has tracked upwards over a period of time and highlights the impact of the right programme and the hard work of staff.</p> <p>HT noted that this is the first year that year 1 children have received 2 full years of the phonics programme.</p> <p><b>Q: Is this unique to Brockenhurst?</b> A: All schools are different. The scheme used now is based on school of this size.</p> <p><b>Q: Has this success been shared with the team?</b></p>	

A: Yes

Q: Should we be sharing these outcomes onto the website for prospective parents? It will have much more of an impact to attract pupils than an Ofsted report.

A: There is an outcomes area on the website which currently published the end of KS 2 outcomes but these could also be added.

Q: Has there been a 'flip side' to such great results, e.g. has the Early Years curriculum been changed for more focus on phonics? Is there a learning cost here?

A: The previous system was much more labour intensive. The new programme has a positive impact on school versus a cost. It is 20-minute input and outcomes. It doesn't have a negative cost to the day and is effective.

Staff governor verified that it is an easier programme to manage, and the reading books further support the phonics learning for the children.

**Year 2:**

ARE 92% (national 89%)

Governors to note that new schemes and approaches to phonics are implemented in year 3 to meet the needs of the children.

**Year 4 Multiplication tables check:**

21.1% scaled score versus national 20.6%

**End of Key Stage 2:**

Writing 87% (National 72%)

Greater depth 19%

Spelling, punctuation and grammar 84% (National 72%)

Greater depth 32%

Reading 94% (national 72%)

Greater depth 42% (national 29%)

Maths 94%

Greater depth 26% (national 24%)

Combined: 84% (+ 20% higher than national)

Science 81% (national 81%)

J Li confirmed that the staff have received many thanks for their input, hard work and interventions to achieve such phenomenal results.

Governors agreed that all these key pupil outcomes need to be publicised.

VW confirmed that governors who were in school during SATS week saw that the children took it in their stride and had a good week.

JE noted that KS2 test week, year 6 had 100% attendance.

Q: A huge amount of this is the collaboration of many areas of the school. It is a shared effort with a huge amount of support – how will we alleviate some of

	<p>the issues that will result as part of the restructure? How will this be next year?</p> <p>A: The changes to increase the proposed teaching assistant hours was based on the need to provide interventions for the children. We know these interventions can be run in the time that we have.</p> <p>Governor noted: The only way to attract more children to the provision is to publicise the results which will generate pupils and therefore impact funding.</p> <p>Governor: There remains a concern that the coming changes that have had to be enforced, will have an impact on the children.</p> <p>Q: What were the outcomes for children with SEND/Pupil Premium?</p> <p>A: Year 6/SEN (7 children) 86% SPAG, 100% reading, 86% maths Pupil Premium (6 children) 50% SPAG, 66.68% reading, 83% maths. One appeal has been submitted for reading outcomes.</p> <p>Governors to note: SEN and Pupil Premium pupils are different children. They have been tracked over time with appropriate interventions as appropriate. There are no national numbers available for these pupil groups yet.</p> <p>Governors passed on their thanks to JE and to the team as all these children are now ready for secondary school.</p> <p>Q: Is there tracking of pupil development that has been recorded for these pupils?</p> <p>A: Yes, we clearly have tracked where these children were from EYFS through to the end of year 6 outcomes.</p> <p>Governors to note that there are EAL children who have joined the school, who contribute to these results.</p>	
6.	<p><b>Strategic Planning</b></p> <p><b>6.1 SIP review 2024/25 and new targets for 2025/26</b></p> <p>Updated documents for both review and new targets were circulated ahead of the meeting.</p> <p>Governors noted that they were pleased that the governor area was green.</p> <p>To note that some areas will move into the 2025/26 plan to ensure they become areas of strength.</p> <p>Headlines for 2025-16 were shared with governors which includes work that is ongoing with HIAS and 4/5 local schools who will be working collaboratively in some areas.</p> <p>Q; Has this been shared with the staff?</p> <p>A: Only the SLT have seen the plan, ahead of approval at this meeting.</p> <p>Governors unanimously approved the SIP for 2025-26. Governors thanked JLi for the concise and clear SIP.</p>	

	<p><b>6.2 Strategic Plan update and implementation</b> Governors were updated on the approved plan. Next steps will be to change the signs by the school gates which has a small cost attached.</p> <p><b>AP2: HT to action the new signage for September.</b></p>	HT
7.	<p><b>Budget and Finance</b></p> <p><b>7.1 Review spending against current plan</b> Headlines shared with governors:</p> <ul style="list-style-type: none"> <li>• Spend has been reviewed with the completion of landscaping work at the nursery.</li> <li>• Restructure will be complete by 15 July.</li> <li>• There will be 10 less staff at school by January 2026.</li> </ul> <p><b>Q: Has there been any feedback from HCC regarding the restructure?</b> A: HCC noted that DHT post is being removed from the structure and that CPD spending was low.</p> <p><b>Q: Will this impact on HIAS framework?</b> A: There will be new compulsory training coming through at a cost to schools.</p> <p>There were no further questions regarding the budget.</p> <p><b>Q: Regarding the restructure, is everything ready to start in January?</b> A: Some changes are from 1 September, with a reduction of 5 staff. The additional changes are implemented from 1 January 2026.</p> <p><b>Q: How will this be communicated?</b> A: It will be communicated positively, as appropriate. Some changes are being communicated this week to say goodbye to leavers who are off to pastures new. The January communication will look at changes due to restructure.</p> <p><b>Governor noted the importance of communication to be celebratory where possible.</b></p> <p><b>7.2 Catering contract</b> To note the meal price with Compass has been confirmed as £2.75 versus the current £3.20. This will have a positive impact on providing infant free meal</p> <p><b>Q: Will they be smaller portions?</b> A: They should be the same portion size and a higher quality meal.</p> <p><b>Q: Is the provider tied into standards in the contract?</b> A: Yes, and standards will be monitored by Hampshire.</p> <p><b>Q: Regarding the new contract, if school want to use the kitchen, do you have to ask permission?</b> A: Yes, but this is current practice.</p> <p><b>Governors agreed that the contract is be signed via a link on the form.</b></p>	HT

	<b>AP3: HT to sign the new catering contract.</b>	
8.	<p><b>Safeguarding</b></p> <p>Feedback on learning walk was presented verbally and a written report circulated ahead of the meeting. The learning walk looked at paperwork, pupil and staff views.</p> <p>Governor recommended a focus on lanyards to revisit previous systems where children can challenge a lack of lanyard being worn by visitors, which need to be obvious and evident.</p>	
9.	<p><b>Staff Wellbeing</b></p> <p>Q: How is wellbeing in school at the moment? A: The restructure is having an impact on some staff more than others. There is a general unsettled feeling, knowing that change is coming. Some staff feel guilty which is creating tension.</p> <p>Q: Is there anything governors can do to help? A: This is a natural process, and it is good that things will be clear by the end of term. The impact will be felt in small school and is difficult for everyone.</p> <p><b>AP4: 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.</b></p>	HT
10.	<p><b>Governor Matters</b></p> <p><b>10.1 Constitution</b></p> <ul style="list-style-type: none"> <li>1 x Co-opted vacancy to carry into 2025-26</li> </ul> <p>Regarding Foundation governor, a prospective governor is meeting HT in school to chat further. An application and associated paperwork need to be completed.</p> <p>Q: In terms of our governor's skills matrix, does this prospective governor fit with needs? A: He will complement the board with an awareness of education, creativity and has a heart of youngsters.</p> <p><b>AP5: SN to pursue foundation governor application paperwork</b></p> <p><b>10.2 Governor Action Plan review</b></p> <p>Headline objectives:</p> <ol style="list-style-type: none"> <li>1. Put in place new plan for governors - in place/complete</li> <li>2. Succession planning and new members</li> <li>3. Working with other schools</li> </ol> <p>VW updated governors of work ongoing with the Diocese, local schools and HCC. Next steps will be to build on these working relationships more strategically, and to progress work with the Diocese around church and curriculum.</p>	SN



	<p>SEND DTG Design and technology <b>AP8: Governor roles and responsibilities to be added to September FGB agenda.</b></p> <p><b>10.7 Annual Governor letter to parents</b></p> <p><b>AP9: Governors to send a letter to parents at the start of autumn term. Governors to discuss September as an agenda item.</b></p> <p><b>10.8 Progress on pupil and parent surveys</b></p> <p>Governors were updated that the questions have been prepared. The Headteacher recommended sending out surveys in September but noted this would miss the current year 6 families.</p> <p>Q: If a parent has more than one child, do they get the option to send in additional responses? A: It is one response per email</p> <p>Staff governor noted that the survey has many free text boxes to facilitate parental feedback. Governor noted that previously, parents haven't liked being identified on submitting their surveys.</p> <p>Q: Headteacher sends out a survey monkey and therefore receives the response. Should the surveys be received by another member of staff? Or can a dummy email address be set up? A: Staff governor offered to take the email responses A: Survey monkey requires proof of arrival. Last survey generated 120+ responses Q: How are the responses collated? A: The data is generated and presented separately via Survey Monkey, but the free system requires proof of arrival. HT noted that the end of term is too busy to receive 120 responses and recommended September as a more appropriate time for the survey.</p> <p>Governors were asked to note that the system is not paid for and therefore comes with limitations.</p> <p><b>AP10: Parent surveys to be sent out in the autumn term, to an alternative email address, with a report to governors to follow.</b></p>	<p>Clerk</p> <p>All/ Clerk</p> <p>HT</p>
11.	<p><b>Health and Safety (Verbal Update)</b></p> <p><b>11.1 Site Walk</b> Governors were informed that the Oak tree is to be removed and replaced with a smaller tree. The waste is to be made into mulch for on-site use. This is cost neutral.</p>	

	<p><b>Q: Has there been a fire drill? – Fire drill</b>  A: No, we need to get one booked in before the end of term.</p> <p><b>11.2 Training</b>  N/A</p>	
13.	<p><b>Parent Governor Feedback</b></p> <p>(Opportunity for parent governors to inform Governing Body of any particular issues)</p> <p>Smart phone free schools’ movement was discussed.  <b>Q: How is the school engaging with this issue? There is a parent who would come to talk to governors to raise awareness of the movement and issues.</b>  A: School are aware and working with a current year 6 parent. Secondary schools need to agree, and we are looking at a policy for 2025-26. With agreement that a presentation to governors would be helpful.</p> <p>Parent governor noted that there was an optional parent pact 6 months previously that showed parents of younger year groups were more in favour than older groups.</p> <p><b>AP11: Parent representative to be invited to present information on smart phone free schools to governors in the autumn term.</b></p> <p>Parent governor noted that there was a lot of positive feedback regarding the new format of sports day and passed on their thanks to the staff.</p> <p><b>18.11 SN left the meeting</b></p> <p><b>Governor Training updates:</b></p> <ul style="list-style-type: none"> <li>• Chairs network meeting highlighted the main concern for schools relates to budgets.</li> <li>• Local government re-organization briefing has been attended. The preferred options will be communicated to schools on 21 July.</li> <li>• JP has booked Child Protection training and will work with HT/DHT once this is completed.</li> </ul>	
14.	<p><b>Documents and Policies for review and approval</b></p> <p>There were no documents or policies for approval.</p>	
15.	<p><b>Correspondence</b></p> <p>A concern has been received and responded to. There has been an additional concern that won’t become a formal complaint</p>	
16.	<p><b>Items to Consult/Inform Parents</b></p> <p>See above for Parent Governor updates on phone free future.</p>	

17.	<b>Dates for future meetings</b> FGB Monday 8 September 2025 - 4.30 pm HTPM Wednesday 17 September – 8.30am (LLP confirmed)	
	<b>Impact Statement</b> <ul style="list-style-type: none"> <li>• Celebration of the success of the children in the school.</li> <li>• Celebrated the success of the impact from staff and interventions that were delivered.</li> <li>• Governors are assured this is a quality first inclusive school.</li> <li>• Reviewed the budget and catering contract.</li> <li>• Discussed the sharing of the new strategic plan.</li> </ul>	
	<b>The Chair thanked everyone for their time at the meeting.</b>  <b>The meeting ended at 18.18 pm.</b>	

	<b>Action Points – FGB 14 July 2025</b>	<b>Who</b>
1.	Chair to sign Approved FGB Minutes 19 May 2025 and forward to Clerk to upload to HSS.	Chair
2.	New signage at school gates (strategic goals) to be in place for September	HT
3.	Catering contract to be signed and in place.	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.	HT
5.	SN to pursue foundation governor application paperwork to progress.	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 send a letter to parents at the start of autumn term. Governors to discuss September as an agenda item.	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.	HT/JP
11.	Parent representative to be invited to present information on smart phone free schools to governors in the autumn term.	CK/HT

C/F	AS/Chair to contact Richard Wharton for SIAMS training for governors. Update – the link at the Diocese will be Sue Bowen. Date to be arranged in the autumn term.	AS/Chair
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## Roles and Responsibilities

Area	Governor
Art	Corrie Kolaczowski
DT	Vicky Wales
English	Jo Plummer
Humanities (Geography/History)	Chris Willsher
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	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	
<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 *Chris Willsher*

Name (PRINT) Chris Willsher, Chair of Governors

Date 8 September 2025