



Brockenhurst Church of England Primary School And Pre-School

Full Governor Board Meeting

On Monday 19 May 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 (DHT) 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 Corrie Kolaczowski (CK) Parent Governor</p> <p>In Attendance: Helen Thompson LA Clerk</p>	<p><u>Apologies</u></p>
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The meeting was Quorate throughout and commenced at 4:30 pm.

Two agenda items are recorded on Private and Confidential minutes for this meeting:

- Proposal
- Agenda item 4: Governor Discussion and Decision

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.

Main meeting commenced at 18.03 and was quorate throughout.

1.	<p>Welcome, Prayer and Apologies 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. SN led the governors in prayer in the first part of the meeting.</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>	

	There were no new declarations of business or pecuniary interests declared relevant to this agenda.	
3.	<p>Minutes of Last FGB Meeting – 20 January 2025</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 10 March 2025 were an accurate record of the meeting and were approved by the Chair.</p> <p>AP1: Chair to sign Approved FGB Minutes March 2025 and forward to Clerk to upload to HSS.</p>	Chair

	Action Points – FGB 10 March 2025	Who
1.	Agenda item next meeting (May) – Parent and Pupil survey. Complete	All
2.	Chair to sign Approved FGB Minutes 2 December 2024 and forward to Clerk to upload to HSS. Completed	Chair
3.	Clerk to send Winchester Diocese approved copy of the finalised minutes – 2 December 2024. Completed.	Clerk
4.	May agenda – review Pupil Premium Statement. Carried forward to 14 July	HT/Clerk
5.	JE to contact Richard Wharton to arrange a meeting to discuss Vision and Values. Completed.	JE
6.	Spirituality Statement within the Curriculum Statement – working group to review with Richard Wharton. Completed.	Working group
7.	SN – nominate Foundation Governor to start in September 2025. Complete.	SN
8.	Volunteers to talk with the children and ask everyday questions – HT to discuss with year 1 and 2 and reception. HT to include in the Newsletter. Update 10 March - 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. Complete Update 19 May – staff have some concerns about where these conversations could lead.	LP
9.	HT to discuss with Priestlands if they would be able to pick up the children to attend the Sports Partnership. Complete	HT

10.	SN to explore options whether a wealthy benefactor would consider donating funds for the school to have their own school minibus. Ongoing Update 14 July.	SN
11.	If Governors have not completed the Understanding Finance in Schools training Governors are encouraged to complete it. Virtual training is available. Update 19 May. No governors have completed this as yet. Chair recommended this training in light of the financial planning that is ongoing. Complete.	All
12.	Chair to sign the SFVS. Complete.	Chair
13.	H&S Site walk - Thank you to KP and to David for all the work he completes on the site. Complete.	HT
14.	Chair to meet with CN (as absent from meeting) to discuss the significance of part B (confidential) minutes. Completed.	Chair

4.	<p>Governor Discussion and Decisions</p> <p>Governor discussion and decision regarding HT report on redundancy and restructuring proposals. Covered on Private and Confidential minutes from 19 May 2025 17.10-18.00.</p>	
5	<p>Headteacher Report (Written)</p> <p>5.1 Current challenges and celebrations 5.2 Attendance report by groups 5.3 Pre-school occupancy</p> <p>There were no questions submitted regarding the HT report.</p> <p>Challenges and celebrations</p> <p>Q: What are the 2 most positive things in school at the moment?</p> <ul style="list-style-type: none"> • SATS week had 100% attendance and was a lovely calm week for all. • 43 children attended the triathlon for schools. <p>The budget was discussed alongside pre-school occupancy and projected figures earlier in the meeting (confidential minutes 16.30-18.00.)</p> <p>DFE grant for nursery £86K, is now included in the new budget to cover all the required elements <u>of the build.</u></p>	

Budget Information Brockenhurst CE Primary School 2025-26: **Approved.**

Value (£s)

Income	1,575,446 One million, five hundred and seventy-five, four hundred and forty-six
Expenditure	1,575, 876 One million, five hundred and seventy-five, eight hundred and seventy-six
In Year (Deficit)	(429) Four hundred and twenty-nine
Surplus Brought Forward	(61,416) Sixty-one thousand, four hundred and sixteen
Cumulative Surplus C/Fwd	(61, 845) Sixty-one thousand, eight hundred and forty-five

The governing body is aware of the future year deficit as shown on this plan and will take action to address it.

The budget deficit return was signed by the chair for submission to Hampshire County Council.

6. **Phase 2 data review by groups**

HT had circulated the school data outcomes report ahead of the meeting.

Q: Writing seems to be behind across the board, is there a reason for this?

The HT outlined writing progression as like that of reading, which can have a slower pace to show progression. The depth of writing needs to build and isn't always seen in years 3 and 4 as more practice is required.

Q: The boys show slower progression?

There is often a differential between boys and girls. Both peak at different points. This gap is bigger in years 3/4 and closes in years 5/6.

DHT discussed the choices of books being made to engage the boys.

Q: Is this difference a concern?

HT confirmed that this is not a current concern.

Q: In the data for "all" is this the combined figure? And is this correct?

This measure won't align unless children are meeting in all 3 areas.

Governors had no further questions

Governors to note that HTPM will take place after the SATS results are received.

Panel

7.	<p>Safeguarding</p> <p>Governors confirmed that the deep dive into safeguarding and systems link visit was completed. Checks were made on staff recording, at all levels. Governors noted that the level of detail recorded on CPOMs is exceptional and that the voice of the child is clear in the records made.</p> <p>AP3: Safeguarding learning walk to be scheduled after half term.</p>	Chair/ JP
8.	<p>Staff Wellbeing</p> <p>It was noted that it remains a difficult time for all staff in the school. Governors passed on their thanks to the school staff for all that they are doing despite it being a challenging time.</p> <p>Q: What can governors do to support staff? It is about ensuring that staff are fully included and consulted so that their voices are heard. Despite the difficult time, the staff are feeling heard and can speak up.</p> <p>Staff governor shared that despite wellbeing not being great, it has shown a sense of unity within the team and the passion they have for all that they do at work. Q: Could the Chair drop them a note to say that governors sympathise and understand? The Chair discussed the need for governors to remain untainted, should appeals arise.</p> <p>Governors asked the Staff governor to pass on their thanks and to note how they have dealt with a difficult meeting and situation with professionalism.</p> <p>Q: Is there mental health support for staff? There is wellbeing support available. Governors were made aware of the work that JE is doing to support the team and morale.</p>	
9.	<p>Spirituality Statement within the Curriculum Statement Working group feedback</p> <p>The group met with Richard Wharton and identified key stories that the children should know. Richard is returning on 20 May, 3.30-4.30, for a session with teachers to progress this work. Mel from the parish will be joining and supporting. The group noted it was a very helpful activity.</p>	
10.	<p>Parent Survey/Pupil Survey</p> <p>These surveys are now outstanding. Governors discussed what they wanted to ask parents on the survey.</p>	

	<p>Q: Should they be similar to previous surveys to allow us to compare and contrast? Previous surveys had 8 clear points, but there may be other areas to hear feedback from? Governor suggested a question around homework. The HT suggested 8 new questions that are appropriate now as the previous actions are all in place. Governor suggestion a question that links with SIAMS as the inspection is anticipated 2025-26.</p> <p>Q: What about a question regarding the communication links for parents to governors? Useful for new parents? Governors clarified that the role of parent governor is to provide a direct link into the governors but not to discuss individual child issues. Q: Could we highlight class blogs to encourage people to read them? Q: Children and the safe use of technology and do parents feel equipped? Q: Parent volunteer opportunities – do they know how and ways they could support the school? Pupil survey. Governors who completed this last time are no longer in role. Q: Is it important that we know the responses to the questions per year group? It was felt this would be difficult to interpret. Previous surveys were a snapshot of 20% of the school. Q: Is there time to conduct the survey in the school day to capture pupil voice? Q: Potential question around the favourite memory of the school (year 6)</p> <p>AP4: JP/LP to work on an updated parent survey. AP5: SN, CK, Beth to meet to create pupil survey questions. AP6: Surveys to be taken mid-Summer 2</p>	<p>JP/LP SN/CK HT</p>
<p>11.</p>	<p>Governor Matters 11.1 Constitution</p> <ul style="list-style-type: none"> • 1 x Co-opted vacancy • 1 x Foundation Vacancy July 2025 <p>SN has approached a potential candidate for the future Foundation governor vacancy.</p> <p>11.2 Governor Link Visits</p> <p>Governors confirmed that visits have been completed for English, maths and the Pre-school/Early Years.</p> <p>AP7: SEN monitoring date is to be arranged.</p>	<p>VW</p>

	<p>11.3 Governor Training The Chair asked governors to consider topics for the next WGBT to discuss in July</p> <p>Q: Should we book a SIAMS focused training? This would come from the Diocese and can be booked with Richard Wharton. This would be free training in addition to WGBT. The detail is in the training section of HSS.</p> <p>AP 8: Governors to look at WGBT training options on HSS for July FGB. AP 9: AS/Chair to contact Richard Wharton for SIAMS training for governors</p> <p>11.4 Governor feedback from any other meetings The Chair noted that as a governor supporting trips that they are incredibly well organized, and the children displaying exceptional behaviour. The time and effort put into the planning is amazing, please pass on our thanks to staff.</p> <p>AP10: HT to pass on thanks to staff for their hard work in organizing school trips</p> <p>11.5 Proposed FGB meeting dates new academic year 2025/26 The meeting dates were circulated ahead of the meeting.</p> <p>Governors approved the dates.</p> <p>AP11: Clerk to add meeting dates to the HSS calendar. AP 12: Governor to look at responsibilities and roles on the board for 2025-26 to discuss at July meeting. Roles will be confirmed for September.</p>	<p>All AS/ Chair</p> <p>HT</p> <p>Clerk All</p>
12.	<p>Health and Safety (Verbal Update)</p> <p>12.1 Site Walk Governors were updated on the astro turf works outside of the nursery to make this a safe outside space. Some additional works are outstanding.</p> <p>Q: Could this be put on the newsletter for parent volunteers? This will be included on the newsletter.</p> <p>Governor notes that there were children unsafely walking to their parents' parked cars at the end of the school day, and near misses were witnessed. Q: Could we request the Police community van to be present at the end of the day? HT will include parking on the newsletter and to highlight Park and Stride.</p> <p>12.2 Training</p>	

	<p>No training updates were given.</p> <p>AP 13: HT to ask for parent volunteers to finish the work outside pre-school.</p> <p>AP 14: HT to remind parents about road safety and parking.</p>	HT
13.	<p>Parent Governor Feedback (Opportunity for parent governors to inform Governing Body of any particular issues)</p> <p>Parent governors thanked everyone for being supportive for the triathlon event.</p>	
14.	<p>Documents and Policies for review and approval</p> <p>No policies were presented for approval.</p>	
15.	<p>Correspondence</p> <p>HCC budget deficit return was received for signatures and return. See agenda point 5.</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 Wednesday 9 July at 8.30am</p> <p>FGB Monday 14 July 2025 at 4.30 pm (Cover Clerk – Helen Thompson)</p>	
	<p>Impact Statement</p> <ul style="list-style-type: none"> • Approved a plan to remove the deficit budget. • Listened to the views of staff. • Listened to HT plan on redundancies and restructure and will enable the school to go forward and clear the deficit. • Looked at data and progress of the children and their learning. • Safeguarded single year group classes for the school. • Agreed to conduct parent and pupil surveys. 	
	<p>The Chair thanked everyone for their time at the meeting.</p> <p>Governors were informed that both applications for grants (HCC & DFE) had been awarded to the school. Governors thanked the HT for the time taken to apply for these.</p> <p>The grant funding has been off set against the building of the nursery, making it cost neutral.</p> <p>Governors noted their thanks to the Chair for the meeting and their thanks to the HT for leading at such a difficult time.</p>	

	The meeting ended at 6.36 pm.	
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	Action Points – FGB 19 May 2025	Who
1.	AP1: Chair to sign Approved FGB Minutes March 2025 and forward to Clerk to upload to HSS.	Chair
2.	AP 2: HTPM mid-year review to be scheduled.	HT/Panel
3.	Safeguarding learning walk to be scheduled after half term.	VW/JP
4	JP/LP to work on an updated parent survey.	JP/LP
5	SN, CK, Kirsty (TBC)* to meet to create pupil survey questions.	SN/CK
6	Parent and Pupil surveys to be completed mid-summer 2	HT
7	SEN monitoring date is to be arranged.	VW
8	Governors to look at WGBT training options on HSS for July FGB.	All
9	AS/Chair to contact Richard Wharton for SIAMS training for governors	AS/ Chair
10	HT to pass on thanks to staff for their hard work in organizing school trips	HT
11	Clerk to add meeting dates to HSS calendar	Clerk
12	Governor to look at responsibilities and roles on the board for 2025-26 to discuss at July meeting. Roles will be confirmed for September.	All
13	HT to ask for parent volunteers to finish the work outside pre-school - newsletter	HT
14	HT to remind parents about road safety and parking - newsletter.	HT

Roles and Responsibilities

Area	Governor
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

SignatureVicky Wales.....

Name (PRINT)VICKY WALES.....

PositionChair.....

Date17/7/25.....