



# Brockenhurst Church of England Primary School And Pre-School

## Full Governor Board Meeting

On Monday 19 January 2026 at 4.30 pm

### MINUTES

<p><b><u>Present:</u></b></p> <p>John Littlewood (JL) Headteacher          Mark Curzon (MC) Foundation Governor          Corrie Kolaczowski (CK) Parent Governor          Jo Plummer (JP) Foundation          Andy Simmons (AS) Parent Governor          Chris Willsher (CW) Co-opted Governor (Chair)</p> <p>In Attendance:          Tracy O'Connor LA Clerk</p>	<p><b><u>Apologies</u></b></p> <p>Denis Dooley (DD) Co-opted          Simon Newham (SN) Ex-Officio Foundation          Kevin Plummer (KP) Local Authority          Lisa Prichard (LP) Staff Governor</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><b>Welcome, Prayer and Apologies</b></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 Denis Dooley, Simon Newham, Kevin Plummer and Lisa Prichard.</p> <p>JP 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></p> <p>There were no new declarations of business or pecuniary interests declared relevant to this agenda.</p>	

3.	<p><b>Minutes of Last FGB Meeting – 8 December 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>The minutes and Confidential minutes of the FGB meeting on 8 December 2025 were agreed as an accurate record of the meeting and were approved by the Chair.</p> <p><b>AP1: Chair to sign Approved FGB Minutes 8 December 2025 and forward to Clerk to upload to HSS. Completed</b></p> <p><b>AP2: Clerk to send Approved Minutes to Diocese. Completed</b></p>	<p><b>Chair</b></p> <p><b>Clerk</b></p>
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	Action Points – FGB 8 December 2025	Who
1.	Chair to sign Approved FGB Minutes 6 October 2025 and forward to Clerk to upload to HSS. Completed	Chair
2.	Clerk to send Approved Minutes to Diocese. Completed	Clerk
3.	Level 3 vacancy advert to be sent to CW and SN. Following recent interview process, the Level 3 vacancy remains unfilled. The vacancy will be re-advertised.	HT
4.	Sport Premium funding – HT to review the document. Agenda item next meeting. The document was reviewed, and amendments were made to address the queries raised at the previous meeting.	HT/Clerk
5.	Governor vacancy advert to be sent to FGB to share widely. Carried forward.	DD
6.	Music visit report to be completed. Agenda item	CK
7.	Governor Action Plan – Priority 1 – Clarity of vision, ethos and strategic direction – Agenda item next meeting	Chair/Clerk

4.	<p><b>Headteacher Report (written)</b></p> <p><b>4.1 Current challenges and celebrations</b>  <b>4.2 Attendance report by groups</b>  <b>4.3 Report on non-teaching staff appraisal and pay</b>  <b>4.4 Pre-school occupancy</b>  <b>4.5 Sports Premium update</b></p>	
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## Number on Roll

NOR: 195 (School)  
YR - 25  
Y1 - 24  
Y2 - 22  
Y3 - 29  
Y4 - 29  
Y5 - 33  
Y6 - 33

It was noted that the Number on Roll has increased from 192/3 children at the last meeting to 195 children.

**Q: Are there any schools that are full in the New Forest with a waiting list?**

There are currently some schools in the New Forest that are full and operating with a waiting list. In addition, several schools in the area have reduced their Published Admission Number (PAN), and several schools have moved from a three-form entry to a two-form entry model.

Numbers for September

It was noted that numbers for September are lower than last year. Twelve children are expected to transition from the Pre-school (compared to 22 last year), with a further 6–7 non-Pre-school children anticipated. While the budget is based on an intake of 23, the projected number for September is approximately 20.

**Q: Have any pupils who have joined the school joined with EHCP or SEN diagnosis?**

It was confirmed that none of the pupils who have joined the school have an EHCP or significant SEN.

**Attendance Autumn Term (whole school): 95.8%**

Y1 - 96.9%  
Y2 - 95.8%  
Y3 - 97.1%  
Y4 - 95%  
Y5 - 94.4%  
Y6 - 96.2%

PP: 94.34%  
SEN: 94.97%

Attendance is currently good. The PP and SEN attendance figures are within 1%, which is excellent. The attendance target is 97.2%. Congratulations were given to Year 3, who achieved 97.1%.

## **Child Protection**

Under Child Protection, it was reported that there is one ongoing complex case.

**Q:** In terms of the staff who are dealing with the case are there any issues that the Governors need to address such as clinical debriefs?

The Headteacher advised that he is present at the relevant meetings and, at this stage, there are no additional issues requiring Governor involvement. The Governors thanked the Headteacher for his hard work.

## **Staffing**

The last couple of weeks have been turbulent as the final changes were implemented. All redundancies have now been completed, with the last three members of staff ending their employment on 31 December.

The Pre-school and Nursery staff have been moved to a new format to ensure the provision continues to operate effectively. The role will be advertised again.

## **Budget**

All planned savings and redundancy measures have now been incorporated into the live budget. From 1 January, the school began operating under the revised staffing model, including the approved reductions.

The school has received its grants and will again approach the Parish Council to request £3,000–£4,000 in support for the crossing patrol, which costs £6,500 per annum. It was noted that the shortfall will be difficult to meet within existing financial constraints.

## **Safeguarding/GDPR**

Miss Blick has now completed her DSL training, bringing the total number of DSLs to three. This ensures that a DSL is always available on site to offer guidance and support to staff.

## **Pre-school and Nursery**

All 3 rooms are running independently now spring numbers balanced. Nursery has a waiting list and at present some people looking will have to wait until child is 2 to join Pre-school. Going forward capacity and expansion grants will be explored.

## **Parent View**

	<p>The survey to be sent just before February half-term</p> <p><b>Report on non-teaching staff appraisal and pay</b></p> <p>Teaching Assistant performance management has been completed. Pre-school will be carried out in March along with teacher mid-year reviews.</p> <p><b>Q: Who will be completing the Pre-school and teacher mid-year reviews?</b></p> <p>The Headteacher confirmed that he will complete the teacher mid-year reviews, as there is no capacity to delegate this task. Pre-school reviews will be undertaken by the Line Manager, Lisa Groves. When a new SENCo is appointed, they will assume responsibility for completing the Teaching Assistant mid-year reviews.</p> <p><b>Q: What will the Headteacher not be doing?</b></p> <p>In response, the Headteacher noted that it is not possible to provide a clear list of tasks he will not be able to undertake. He reassured Governors that he will seek their support where appropriate. Governors were reminded to consider whether certain requests genuinely require the Headteacher’s direct input, particularly where detailed work is involved.</p> <p>Governors noted and agreed that, going forward, in any month when the Headteacher is unable to provide a written Headteacher’s Report, a verbal report will be presented instead. It was further agreed that summary written reports will consist of five key sentences. The FGB delegated the Chair the authority to approve any request from the Headteacher to provide a verbal rather than written report.</p> <p><b>Sports Premium</b></p> <p>The Sports Premium document was reviewed, with updates made in response to the queries raised at the previous meeting. Governors noted that the revised version was clear, well presented, and easy to interpret.</p> <p><b>Q: Why would you safeguard the digital package over practical experience?</b> The digital package is the curriculum.</p> <p><b>Q: Is there a way teachers could come up with sports ideas without digital backup?</b> The staff are not specialist PE teachers. There is both paper and a digital package available. The school moved from the paper package to the digital version because it was the cheaper option. Costings could be reviewed again over a longer three-year period.</p>	
5.	<p><b>DATA</b></p> <p><b>Phase 1 data review by groups</b></p>	

A summary overview was provided to Governors ahead of the meeting. The focus areas remain unchanged. The meeting was split into two parts: the first considered the holistic picture of each class and future predictions for combined outcomes. Strengths and key themes were identified. It was noted that there is a high correlation between maths and reading. Children who are not strong readers may lack the language needed for writing. When reading is secure, progress in other areas typically improves.

General summaries, strengths and areas for development, were provided for each year group.

Emotional resilience is seen as a key focus. A Teaching and Learning Mentor is being used to support teaching and learning observations, looking at key staffing areas and environmental changes. This will be delivered through worship and class-based activities.

**Q: What is driving that anxiety?**

The school identified two main contributing factors. One is a lack of parenting capacity, with many families working hard and experiencing reduced support. The withdrawal of SureStart Centre's has also impacted families' access to early help. As a result, the school is increasingly supporting children and families to develop social skills that were previously reinforced elsewhere.

**Q: Do the schools provide briefings for the parents?**

The school has held briefings for families in response to their requests. Unfortunately, these sessions were not well attended, which was disappointing. A recording of the briefing is available on the school website for anyone who was unable to join. The school continues to do everything it can to keep families informed.

**Q: Parents have expressed concern about how the school could roll back its use of technology. Some families do not raise their children with iPads or mobile phones but feel the school has become the main source of their children's screen time. In Year R, children are encouraged to use screens at home, and homework is set through computer-based games.**

The school is aware that families have varying approaches to technology at home, and we understand that some parents wish to limit screen time for their children. At the same time, the school uses digital learning tools because they support the curriculum, help develop essential skills, and allow teachers to personalise learning and monitor progress effectively.

In Year R, the use of screens at home is encouraged only in small, structured ways, often through short, curriculum-focused activities designed to reinforce early literacy and numeracy. Homework across English, maths, and reading is

	<p>provided through digital platforms, but the expected daily time commitment is limited to approximately 20 minutes.</p> <p>The school continually reviews its approach to technology to ensure it remains purposeful and age-appropriate. They are committed to working with families and are open to feedback on how best to balance digital learning with parents' preferences at home.</p> <p>The Headteacher was asked for a summary of the year 6 data. The Headteacher confirmed that the LLPR projections are still accurate and are on track.</p> <p>It was agreed that the Headteacher would provide a summary for each year group outlining their projected outcomes, confirming whether they remain on track, and detailing any actions being taken where they are not. The information for Years 5 and 6 will be provided in greater detail.</p> <p>It was confirmed that in terms of data and projections that the Governors had looked at which considered the starting point of children there are no significant concerns that need to be brought to the Governors attention.</p> <p><b>Q: Without the lead for maths who is reviewing the data?</b> Due to HIAS providing all of their updates digitally, the full set of resources remains accessible online. The Headteacher and Alana Blick are currently reviewing the maths data.</p>	
6.	<p><b>Budget and Finance</b></p> <p>All redundancy processes have now been completed. The Governors thanked the Headteacher and Marie for the huge amount of work they have undertaken.</p> <p>Between now and February half term, all outstanding grants and remaining commitments will be paid. By the time of the budget revision in February, the budget position will be fully current and up to date. When predictions are reviewed for next October and for the three-year forecast, the actual figures will be available and incorporated, which is expected to have an impact on the overall projections</p> <p>The school generates income through grants, as well as from its after-school and breakfast clubs, with the primary aim of meeting the needs of pupils and families. Generating income is very difficult.</p> <p><b>Q: What are the rules about the minimum age you can be before you can be forced to travel to a school?</b> There is no specific minimum age at which a child can be forced to travel to school.</p>	

7.	<p><b>Safeguarding update</b></p> <p>All inductions and site changes are now in place. The school has confirmed that, as part of the planned INSET days, the new academic year will begin with two INSET days. One of these will include an external Hampshire-led Safeguarding training session at Milford. Governors are welcome to attend on 2 September 2026.</p>																													
8.	<p><b>Staff Wellbeing</b></p> <p>The first week has been challenging, and this has had an impact. At the Strategic meeting, it was confirmed that overall functionality remains sound and all required duties can be delivered. However, staffing resilience is limited; the school can absorb the impact of one staff member being off, but once two staff members are absent, it becomes significantly difficult to maintain operations. There is no flexibility available at all. This will not change going forward.</p> <p><b>Q: Is there anything that the Governors can do?</b></p> <p>The school is looking for opportunities to be creative and to approach challenges differently. It is also important to consider ways to boost staff morale and wellbeing.</p>																													
9.	<p><b>Governor Matters</b></p> <p><b>9.1 Constitution</b></p> <table border="1" data-bbox="231 1227 1348 1500"> <thead> <tr> <th></th> <th>Number</th> <th>Current</th> <th>Vacancies</th> </tr> </thead> <tbody> <tr> <td>Co-opted Governor</td> <td>4</td> <td>2</td> <td>2</td> </tr> <tr> <td>Foundation Governor</td> <td>3</td> <td>3</td> <td>0</td> </tr> <tr> <td>Headteacher</td> <td>1</td> <td>1</td> <td>0</td> </tr> <tr> <td>Local Authority Governor</td> <td>1</td> <td>1</td> <td>0</td> </tr> <tr> <td>Parent Governors</td> <td>2</td> <td>2</td> <td>0</td> </tr> <tr> <td>Staff Governor</td> <td>1</td> <td>1</td> <td>0</td> </tr> </tbody> </table> <p>The Chair advised of a colleague who may be interested in the Co-opted Governor vacancy who would be an asset to the Governing Board.</p> <p><b>AP5: Co-opted Governor – HT and CW to discuss the appointment.</b></p> <p><b>9.2 Governor link visits</b></p> <p>CK has completed a music visit, and the Visit Report has been shared with the Governors. The review confirms that music provision is in a strong position. The Headteacher also confirmed that Listen to Me will continue for a further two years. This continuity has been made possible through the support of an anonymous benefactor, which was described as an excellent and much-valued opportunity for the school.</p>		Number	Current	Vacancies	Co-opted Governor	4	2	2	Foundation Governor	3	3	0	Headteacher	1	1	0	Local Authority Governor	1	1	0	Parent Governors	2	2	0	Staff Governor	1	1	0	
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### 9.3 WGBT Reminder to Governors

Special Educational Needs and Disabilities  
Monday 9 February 2026  
4 pm to 6 pm  
Tutor Dean Prodomo

### 9.4 Governor training feedback

JP has completed Safer Recruitment training.

**AP6: Safer Recruitment training – CW to complete training.**

DSL training is being explored by MMD for JP to complete.

### 9.5 Governor Action Plan – Priority 1 – Clarity of vision, ethos and strategic direction

**AP7: Governor Action Plan - Priority 1 (Clarity of vision, ethos and strategic direction) to be added to the agenda once the Parent survey has been completed.**

**AP8: Parent survey feedback – April meeting.**

### 9.6 Governor feedback from any other meetings

**AP9: Fenwick Community Fund – HT and CW to discuss.**

### 9.7 Approve Inset Days

Tuesday 1 September 2026	Subject Leadership
Wednesday 2 September 2026	Safeguarding
Monday 2 November 2026	AI – shared with Milford
Monday 22 February 2027	Teaching and Learning
Wednesday 21 July 2027	Subject Leadership/Teaching and Learning

The Governors approved the Inset Days.

### 9.8 Agree decision regarding Advice, Support and Training subscription 2026/27 to Governor Services – Deadline to notify if no longer wish to subscribe 13 Feb

**AP10: Advice, Support and Training subscription 2026/27 to Governor Services - HT to advise Clerk following discussion at WGBT.**

### 9.9 Agree decision about LA clerking service and agree contracted hours by 13 Feb

	<p>6 x Admin 7 x FGB = 70 hours 3 x HTPM = 21 hours Total hours = 97 hours</p> <p>It was agreed that the September and October (Autumn 1) meetings would be combined and that, going forward, the Full Governing Body would meet six times per academic year. The contracted hours will be reduced to 87 hours.</p> <p><b>AP11: LA Clerking service - Clerk to submit by 13 February. Completed</b></p>	
10.	<p><b>Health and Safety (Verbal Update)</b></p> <p><b>10.1 Site Walk</b></p> <p>There are 3 key areas –</p> <p><b>1. Flat Roof Leak</b></p> <ul style="list-style-type: none"> <li>• The previously identified leak on the flat roof has deteriorated further.</li> <li>• As a result, the carpet in the affected area will require repair.</li> </ul> <p><b>2. Intimate Care Room</b></p> <ul style="list-style-type: none"> <li>• Moisture was observed on the wall.</li> <li>• This issue has now been completed/resolved.</li> </ul> <p><b>3. Outside Entry System – Pre-School</b></p> <ul style="list-style-type: none"> <li>• The outside entry/access system for the pre-school area requires attention.</li> </ul> <p><b>10.2 Training</b></p> <p>All H&amp;S training has been completed and is up to date.</p>	
11.	<p><b>Parent Governor Feedback</b></p> <p>(Opportunity for parent governors to inform Governing Body of any particular issues)</p> <p>Parents have expressed a strong interest in supporting the school both financially and by offering their time. To make this process easier and more transparent, the school will be exploring clearer routes and communication channels outlining how parents can get involved. Please note that any parent wishing to volunteer in school is required to have an up-to-date DBS check. The school will also be issuing a communication detailing how voluntary contributions or funding donations can be made, for those who wish to support the school financially.</p>	

	<p><b>AP12: Supporting the school financially/offering time – HT to draft a communication.</b></p> <p>There is concern that IT is being used too frequently, particularly on days when outdoor after-school clubs are cancelled due to poor weather. It has also been noted that IT is being used during golden time, which is contributing to the overall increase in screen use</p> <p>Parents are extremely happy with the appointment of Sam Willcox and are pleased to see him returning to the school.</p>	
12.	<p><b>Documents and Policies for review and approval</b></p> <p>There were no documents or policies for review and approval.</p>	
13.	<p><b>Correspondence</b></p> <p>There was no correspondence to discuss.</p>	
14.	<p><b>Items to Consult/Inform Parents</b></p> <p>The Pupil and Parent surveys will be conducted in January.</p>	
15.	<p><b>Any Other Business</b></p> <p>There was no Any Other Business.</p>	
16.	<p><b>Dates for future meetings</b></p> <p>WGBT Monday 9 February 2026 – 4 pm  FGB Monday 9 March 2026 – 4.30 pm (Apologies received – Chris Willsher)</p> <p>HTPM Wednesday 4 March 2026 – 8.30 am</p>	
	<p><b>Impact Statement</b></p> <ul style="list-style-type: none"> <li>• Analyse Data</li> <li>• Reduce workload – simplified Data - HT/MMD</li> <li>• Staff morale – strategy</li> <li>• Identified where there are funding shortfalls – consult parents and grants may be needed – crossing patrol, sports provision, Pre-school extension</li> <li>• Approved Inset Days</li> </ul>	
	<p>The Chair thanked everyone for their time at the meeting.</p> <p>The meeting ended at 6.30 pm.</p>	

	<b>Action Points – FGB 19 January 2026</b>	<b>Who</b>
1.	Chair to sign Approved FGB Minutes 8 December 2025 and forward to Clerk to upload to HSS.	Chair
2.	Clerk to send Approved Minutes to Diocese. <b>Completed</b>	Clerk
3.	Level 3 vacancy advert to be sent to CW and SN. Following recent interview process, the Level 3 vacancy remains unfilled. The vacancy will be re-advertised.	CW
4.	Governor vacancy advert to be sent to FGB to share widely. Carried forward	DD
5.	Co-opted Governor – HT and CW to discuss the potential appointment.	HT/CW
6.	Safer Recruitment training – CW to complete training.	CW
7.	Governor Action Plan - Priority 1 (Clarity of vision, ethos and strategic direction) to be added to the agenda once the Parent survey has been completed.	CW/Clerk
8.	Parent survey feedback – April agenda.	Clerk
9.	Fenwick Community Fund – HT and CW to discuss.	HT/CW
10.	Advice, Support and Training subscription 2026/27 to Governor Services - HT to advise Clerk following discussion at WGBT.	HT/Clerk
11.	LA Clerking service - Clerk to submit by 13 February. <b>Completed</b>	Clerk
12.	Supporting the school financially/offering time – HT to draft a communication to parents.	HT/CW

## Roles and Responsibilities

<b>Area</b>	<b>Governor</b>
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	
<b>Headteacher Performance Management</b> John Littlewood Chris Willsher (Chair) Simon Newham Kevin Plummer Tracy O'Connor (Clerk)	<b>Pay Committee</b> Chris Willsher John Littlewood Jo Plummer Kevin Plummer

MINUTES APPROVED

Signature .....

Name (PRINT) .....

Position .....

Date .....