We enjoy and excel in the presence of God
Loving, Hopeful and Thankful

Brockenhurst Church of England Primary School and Pre-School

Full Governor Board Meeting

On Monday 13 July 2026 at 4:30 pm

MINUTES

Present:	Apologies
John Littlewood (JL) Headteacher Chris Willsher (CW) Co-opted Governor (Chair) Denis Dooley (DD) Co-opted Governor Corrie Kolaczkowski (CK) Parent Governor Kevin Plummer (KP) Local Authority Jo Plummer (JP) Foundation Lisa Prichard (LP) Staff Governor Andy Simmons (AS) Parent Governor Mark Curzon (MC) Foundation Governor In Attendance: Orla Sheehan Pundyke LA Cover Clerk	Simon Newham (SN) Ex-Officio Foundation Philippa Silver (PS) Co-opted Governor

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 4.33 pm.

1.	**Welcome, Prayer and Apologies** The agenda and supporting documents (except where noted as tabled) were circulated to the FGB prior to the meeting to enable questions to be prepared. Apologies were received and accepted from SN and PS. Cover clerk Orla Sheehan Pundyke was welcomed. **AP1: Announce to staff the appointment of PS as co-opted governor.** JP opened the meeting with a prayer.	**JL**
2.	**Declaration of Business and Pecuniary Interests**	

	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 this agenda.	
3.	**Minutes of Last FGB Meeting – 27 April 2026** **3.1 To agree and sign minutes of previous meeting** The minutes of the FGB meeting on 27 April 2026 were agreed as an accurate record of the meeting and were approved by the Chair. **AP2: Chair to sign Approved FGB Minutes 27 April 2026 and forward to Clerk to upload to HSS.** **AP3: Clerk to send Approved Minutes to Diocese.** **3.2 Matters arising and action points (Action points below)**	**Chair** **Clerk**

	Action Points – FGB 27 April 2026	**Who**
1.	Chair to sign Approved FGB Minutes 9 March 2026 and forward to Clerk to upload to HSS. **Completed**	Chair
2.	Clerk to send Approved Minutes to Diocese. **Completed**	Clerk
3.	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. July agenda **Update: Added to July meeting agenda but will also be added to an autumn meeting agenda when considering the staff survey and updating the governor action plan.**	CW/Clerk
4.	NFLA review presentation – Agenda item September. **Completed – agenda item for this meeting (item 8)**	Clerk
5.	MC, JP and CW to review the staff survey. This will be added as an agenda item for the next meeting. **Update: Agreed staff survey will be scheduled between October half-term and Christmas. Questions to be reviewed in advance of this.**	MC, JP and CW

6.	Question to be added to the Staff Survey. Do you feel able to do your job within the hours given? **Update: As per action item 5.**	JP and MC
7.	MMD – (Data) to provide year 6 journey through the school. **Update: To be provided in September.**	MMD
8.	Parent Survey – agenda item next meeting. **Completed - responses tabled, see item 11.11.**	Clerk
9.	Pupil Survey to be reviewed and issued in June. CK, CW and LP Pupil Survey feedback at July meeting. **Completed (responses tabled, see item 11.11)**	CK, CW and LP
10.	CW and HT to discuss and contact the Co-opted Governor candidates. **Completed – PS appointed as co-opted governor leaving one vacancy remaining and recruitment will begin for this vacancy in September, with a focus on candidates with early years experience.**	CW and HT
11.	APCM meetings – JP to confirm APCM meeting dates with proposed FGB meetings. **Completed – APCM meeting scheduled for 19th April 2027.**	JP

4.	**Head Teacher's Report (Verbal)** **4.1 Current challenges and celebrations** JL celebrated that the school has a stronger reputation which has resulted in four new children joining in September arising from word-of-mouth recommendations. JL advised that four children are leaving the school, mainly due to families moving location but also including a move to a private school. Q: Are any of the new children arriving from schools rated as outstanding by Ofsted? Yes. Q: What is the predicted number on roll? 186 in total (with 182 being the minimum viable number). The Year R cohort is 20 and the Year 6 cohort is 32. As noted in budget discussions, the cohort size of Year R needs to increase to 25 by Year 2 to support the current budget. JL reported that the leavers' service the children attended in Winchester was a great day and the new school banner, with thanks to Martin, looked well.	

	The wraparound care provided by the school is also to be celebrated with strong bookings for during the holidays and next year. Q: When will the fees for wraparound care be increasing? September 2026. JL and governors noted their huge thanks to the PTA for their fundraising efforts at the fabulous summer fête which raised approximately £4,300, excluding drinks sales. JL highlight that the school has supported one section 47 child protection interview to occur, clarifying that such an interview is not related to any action or inaction by the school but is part of a child protection investigation for circumstances in the child's life outside school. JL advised governors that there have recently been two staff leavers. Two governors offered their time to conduct exit interviews with these staff members. The SENCo has returned from maternity leave and is completing six days of ringfenced handover time to ensure she is up to date to start in September. Q: What is the SENCo's contract from September? The SENCo has a three day contract with one day allocated wholly to SENCo work and the other two days for class teaching. The allocated SENCo day has been arranged so the Headteacher also has ring-fenced time on this day to allow easy scheduling of parent meetings. JL advised he attended a briefing led by His Majesty's Inspectors (HMI) from Ofsted regarding the new framework. JL advised that governors should expect the school to be inspected as early as January 2027 or as late as autumn 2028. Regarding the budget, JL advised governors that the current sports premium covers both the staffing costs and transport costs of the school's sports partner Pearon. In the next year, once PE premium has ended, the sports staffing costs have been ringfenced but there is no budget committed to cover the transport element. Q: Is it correct that from the financial year 2027-28, there is a shortfall of £5,000 predicted? Yes. JL confirmed that the forest school provision will continue, with its funding ring-fenced and an external provider will be utilised to enable more classes to	

	occur at one time in a condensed time period i.e. during better weather periods. **4.2 Attendance report by groups** JL reported that the whole school attendance level is 94.9%, with 93.16% attendance for pupil premium students and 94.21% attendance for students with SEN. **4.3 Pre-school occupancy** **4.4 Complaints – areas raised, lessons learned** One complaint regarding the school's response to a behaviour incident has been recently reviewed by the governing body. There continue to be some instances where complainants and subjects of complaints are not communicating acceptably with the school via email. **4.5 Bullying incidents** Overall, behaviour remains excellent and the school has recently received positive feedback about children's behaviour from multiple external stakeholders. The Behaviour Policy is reviewed annually and is being followed.	
5.	**Strategic Planning** **5.1 SIP review 2025/26 and new targets for 2026/27** The RAG rated SIP was shared with governors in advance and JL highlighted that there are no items rated as red. There are some items rated as amber items because they are due to begin next year and so will need to fully embed before rating. Governors agreed that the 'Governors Key Evaluative Questions' box should be removed from the SIP because the Headteacher owns the document. Q: Is there anything we need to add to SIP to be Ofsted ready? Since Ofsted are no longer using the phraseology of Intent, Implementation, and Impact, these terms will be removed but the structure will remain the same. This version of the SIP will be stored as the school's Self-Evaluation Form.	

	The governing body reviewed the SIP for 2026/27 noting that it retained those outstanding elements from the current SIP and included other priorities previously identified such as the bespoke Teaching and Learning coaching, implementing the revised curriculum, collaborative coaching and development with mentoring and development of the new SENDCo. Governors also noted that the governing body should remain mindful of JL's workload with the departure of the Deputy Headteacher, especially light of both Ofsted and SIAMS visits being on the horizon. **5.2 Strategic Plan update and implementation** JL advised governors that an anonymous donor has provided two years of funding for the Listen To Me programme. Q: What has been agreed for the school's crossing patrol? The school have received permission for a one-year crossing patrol contract. Next academic year this will cost £2,500 (two thousand five hundred pounds). The governors had an in-depth discussion about how to best choose and communicate funding requirements to support the PTA and individual parents to fundraise and contribute. This included consideration of the frequency of emails, use of both school and PTA newsletters and potential improvements that could be made to the utilisation of in-person parent events to communicate thanks for contributions and highlight upcoming projects. Q: Who decides what the PTA raises money for? This decision is parent-led but is heavily based on discussion with the school in relation to school-identified priorities. **AP4: Clerk to schedule an item for FGB Autumn 1 to discuss taking forward work to improve communication of funding needs to parents.**	**Clerk**
6.	**SATs/EoY Data** **Data** The data supporting this item was tabled at the meeting. 95% of children passed their Year 1 Phonics, with one child to carry over into year 2. Key Stage 2 SATs data has been delayed nationally and will not be available until the end of the week. However, teacher assessment based data indicates an average of reading at 82%, writing at 82%, mathematics at 85% and a combined result average of 73%. Q: What was achieved last year in Key Stage 2?	

	The combined score last year was 74% on average. Q: What was the national average combined score? 63%. Q: Why does the year 6 data appear to indicate that they are achieving much higher than other years? Firstly, Age-Related Expectations (ARE) are based entirely on the skills and knowledge outlined in the National Curriculum rather than simply reflecting a child's chronological age. Moreover, by year 6, children's achievement has been regularly measured meaning there is strong evidence available to allow grading at expected or greater depth levels. In younger years, there may be less evidence available to evidence achievement which potentially makes it look lower than in reality. Some children in lower years are just at the periphery of meeting ARE, for example due to confidence or moving school, and this is addressed as they move up the school. It is expected that the current year 5 will achieve similarly to the current year 6. Progress checks are completed throughout children's journey at the school, including focusing on pupil premium pupils, pupils with SEND, as well as 'soft V' pupils who do not meet the criteria for pupil premium or SEND but whom the school knows may be vulnerable due to other reasons. The school also considers enrichment experiences available to pupils to ensure all children receive the opportunity to develop. Q: Are there any results that would trigger concern from Ofsted? No, as no individual subject is consistently weak across the board. Q: Why are the results from the year 4 cohort weaker than previous results from that cohort? Two children have left this cohort, and four children have joined, which has changed the make-up of the cohort. Q: Does Ofsted look at the trend across time in a cohort? No, Ofsted will look at trends in early years, phonics and SATs data within the school but not within cohorts.	
7.	**Budget and Finance** **7.1 Review spending against current budget plan** Q: What is the meaning of 'recharged' in the budget? This is money received back, for example due to staff supporting other schools and their salary for these hours is paid back to the school or due to teacher insurance providing a partial reimbursement of salary for teachers on maternity leave or who are on sick leave for more than 20 days.	

	Q: What is the meaning of 'Fac' in the 'Buildings and Fac' line? This is short for facilities. This line includes part of the grant received for the nursey, with the remainder split on different budget lines as directed when receiving the grant. Q: Why are there hire charges when there is also a budget line for school transport? The costs for the school minibus support sport trips and costs for other trips are required to be kept separate in the budget, hence these two different lines. **7.2 Catering Contract** Parents have emailed the company directly with their concerns. The school has also spoken directly with the company, and the company have advised that they ensure a nutritionist checks what is provided. They also take a picture of what was promised and what was delivered and this has matched. Q: Is food cooked on site? Yes, all food is cooked on site. Q: Could other local alternatives be considered? One local alternative would require food to be reheated on site which the current kitchen is not designed for. Therefore, changing to a reheat service would require investment in kitchen equipment. Q: Is our current kitchen equipment in good working order? Both cookers are working and did not require replacement before the start of the new catering contract. However, one cooker may require repair or replacement in the medium term. Q: Could the school work with other local schools to tender? It could be possible to join pre-existing groups of schools. JL noted that the school would not have the budget for their own in-house chef and the contract with the current catering company, which was the cheaper contract available, is a three-year contract with the option not to extend given at the end of two years (January 2028).	
8.	**NFLA** **What next?** JL presented options for the next stage of the New Forest Learning Alliance (NFLA). The first option is to proceed with formal collaboration which could include things like sharing governing bodies for key roles or utilising shared contracts across key elements. The second option is to proceed with a partnership model, which reflects the current format, where schools with	

<table>
<tr><td></td><td>certain services share these with others in the alliance on an hourly contract basis. JL noted that the current partnership model has worked excellently for the school but formal collaboration may be preferred by smaller schools who need more staffing security.

The Chair and Vice-chair reflected that the school has experienced distinct benefit from the partnership model because it was able to contribute where possible and benefit where needed, while maintaining flexibility and independence. Moreover, a partnership model would continue to allow the school to also explore other beneficial partnerships. Governors agreed that inclusivity would be a priority to them and therefore, currently, a partnership model supports including as many interested schools as possible.

The governors agreed to support a partnership model for continued engagement with the NFLA.</td><td></td></tr>
<tr><td>9.</td><td>Safeguarding

The safeguarding report has been circulated to governors in advance. JP advised that she completed a safeguarding walk during her visit which included speaking with pupils, and receiving positive answers, about whether they felt safe and if they knew who to talk to if they did not. JP advised that she also completed a check on the Single Central Record and agreed some updates for accuracy with JL. The next step is to finish the data deep dive started during the visit.</td><td></td></tr>
<tr><td>10.</td><td>Staff Wellbeing

It was noted that this is the last meeting for LP as current staff governor and the new staff governor has been elected and will commence in September. JL reported that staff are looking forward to their summer holidays and the school will finish early on Friday, as the last day of term, as supported by governors.

Q: Has there been any negative feedback from parents regarding the early finish on the last day of term?
No.</td><td></td></tr>
<tr><td>11.</td><td>Governor Matters

11.1 Constitution

<table>
<tr><td></td><td>Number</td><td>Current</td><td>Vacancies</td></tr>
<tr><td>Co-opted Governor</td><td>4</td><td>3</td><td>1</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>
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Parent Governors	2	2	0
Staff Governor	1	1	0

- **1 x Co-opted governor vacancy**

Following the appointment of PS, there remains one vacancy for a co-opted governor.

11.2 Governor link visits

Governors received the reports from the 'Child Protection deep dive and learning walk' visit completed in July by JP and the two English subject visits completed in March and July by CW. CW noted that it was excellent to see how on-task, happy and positive pupils appeared during his latest visit particularly since it is so near the end of term. CW advised that he saw no evidence of disruptive behavior and praised staff for establishing routines and expectations that are paying off.

DD advised that he has a visit report to submit. JP advised that she has a visit booked for tomorrow.

11.3 Governor training feedback

None.

11.4 Governor Action Plan - Priority 1

The school's USP has been included in the revised strategic plan. The school's strategic plan will be reviewed in light of stakeholder surveys.

11.5 Governor Action Plan review

The governor action plan will be reviewed in September in light of stakeholder surveys.

11.6 Governor feedback from any other meetings

None.

11.7 Proposed FGB meeting dates new academic year 2026/27

The governors agreed the following meeting dates for the 2026/27 academic year:

14 September 2026
23 November 2026
11 January 2027

	8 March 2027 17 May 2027 12 July 2027 **11.8 Exit interviews completed and points arising** As noted above, governors have volunteered to complete exit interviews with the two staff leavers. **11.9 Governor roles and responsibilities next academic year** This item will be carried forward to the start of the next academic year. **AP5: Clerk to schedule item to review governor roles and responsibilities in autumn1 FGB.** **11.10 Annual Governor letter to parents** Governors agreed that the annual governor letter to parents should be sent in September and should take into account the parent survey results. The letter should include a thank you to parents for their donations and time spent volunteering, as well as communicate upcoming voluntary donation efforts. **AP6: Governors to reflect on any items they feel should be included in the annual governor letter to parents and advise the Chair of these.** **11.11 Progress on pupil and parent surveys** Governors received the results of the pupil survey as a tabled paper which clearly identified the results for each stage i.e. early years, Key Stage 1 and Key Stage 2. Governors received the results of the parent survey, with 45 responses, as a tabled paper with draft responses to the feedback prepared by the Chair. Overall, governors were pleased with the positive results of both surveys. In particular, governors noted that 96% of parents felt that their child is always, or mostly, happy at the school. Q: To allow pupil voice to contribute to imrpovement, could a question be added to the pupil survey to ask what pupils think could be improved? Agreed, this would be beneficial. Q: Likewise, should there be more opportunity to comment in the parent survey? The questions for this survey were circulated to governors in advance for comment and the survey includes more dialogue boxes than before to encourage this.	**Clerk** **All**

	Q: Given the survey was in May, is it too late to be responding come September? This delay is necessary to allow responses to be considered at an FGB, this meeting, before a response is issued. Q: Is the parent survey anonymous? Yes, but there is an option for parents to identify how long their child has been at the school and the child's year group. Governors agreed that it was important to respond to both the pupil and the parent survey in the autumn term, for example in the form of a one-pager which highlights how governors have considered all responses and identifies the actions that will be, or have been, taken as a result of this feedback. **11.12 Staff Survey** It was noted that the staff survey will be issued in the autumn term. **11.13 Whole Governor Board Training – to be booked by 31 December 2026** Governors agreed that Ofsted preparation was their priority for training. **AP7: Chair to book Ofsted related Whole Governor Board Training.**	**Chair**
12.	**Health and Safety (Verbal Update)** **12.1 Site Walk & 12.2 Training** The school has engaged with the second recent Health and Safety briefing from Hampshire County Council, which focused on risk assessments. The school will now review all its risk assessments (approximately 30-40), especially any generic risk assessments to consider whether they need to become personalised. KP, as Health and Safety governor, will then visit the school to complete a health and safety audit focusing on systems and processes.	
13.	**Parent Governor Feedback** It was fedback that parents felt the school performance was amazing and the pupils did a fabulous job and were confident enough to continue performing even in the face of technical difficulties. It was raised that some parents are concerned that a regular consequence for behaviour issues involves the removal of time linked to activity and movement (i.e. golden time where many children choose activity and movement.)	

	JL explained that golden time reflects a whole school ethos that all pupils are automatically entitled to golden time and it is negative behaviour that reduces this time. If this was not the chosen approach, negative behaviour would still need to be addressed and therefore methods such as breaktime or lunchtime detentions would need to be used. This would take up additional staff time and still reduce activity and movement for children who would otherwise be playing during break or lunchtime. JL reassured parents that golden time is removed in two-minute blocks only and a pupil never loses more than half their golden time (i.e. 15 minutes) and even this would occur very rarely. The majority of golden time reductions would not be more than six minutes.	
14.	**Documents and Policies for Approval** The revised Teaching and Learning Policy (including Assessment and Feedback) was circulated in advance. JL advised this has been updated in light of the addition of learning mentors and changes to marking reflection. Staff members have reviewed the section on feedback and marking to ensure accuracy. Governors approved the revised Teaching and Learning Policy (including Assessment and Feedback).	
15.	**Correspondence** The Chair advised he received a letter from the Diocese following the SIAMS report and the clerk circulated this to governors.	
16.	**Items to Consult/Inform Parents** There were no items to consult/inform parents, other than the actions agreed above regarding the annual governor letter and response to the parent survey.	
17.	**Any Other Business** The governing body gave a huge thank you to LP for her contributions as staff governor. The governing body wished to note its sincere thanks to JL, as Headteacher, and to all staff for their hard work this year.	
18.	**Dates and items for future meetings** FGB Monday 14 September 2026 – 4.30 pm	
	Impact Statement	

	Governors noted that they had contributed to their strategic function and had a positive impact on school governance by considering pupil and parent survey responses, considering budget and income and considering pupil results data.	
	The Chair thanked everyone for their time at the meeting. The meeting ended at 6:31 pm.	

	Action Points Carried Forward From Previous Meetings (FGB 27 April 2026)	**Who**
3.	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. July agenda **Update: Added to July meeting agenda but will also be added to an autumn meeting agenda when considering the staff survey and updating the governor action plan.**	CW/Clerk
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6.	Question to be added to the Staff Survey. Do you feel able to do your job within the hours given? **Update: As per action item 5.**	JP and MC
7.	MMD – (Data) to provide year 6 journey through the school. **Update: To be provided in September.**	MMD

	Action Points – FGB 13 July 2026	**Who**
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2.	Chair to sign Approved FGB Minutes 27 April 2026 and forward to Clerk to upload to HSS.	Chair
3.	Clerk to send Approved Minutes to Diocese.	Clerk

4.	Clerk to schedule an item for FGB Autumn 1 to discuss taking forward work to improve communication of funding needs to parents.	Clerk
5.	Clerk to schedule item to review governor roles and responsibilities in autumn1 FGB.	Clerk
6.	Governors to reflect on any items they feel should be included in the annual governor letter to parents and advise the Chair of these.	All
7.	Chair to book Ofsted related Whole Governor Board Training.	Chair

Roles and Responsibilities

Area	**Governor**
Art	Corrie Kolaczkowski
DT	Simon Newham
English	Chris Willsher
Humanities (Geography/History)	Denis Dooley
IT	Chris Willsher
Maths	Denis Dooley
Modern Foreign Languages	Corrie Kolaczkowski
Music	Corrie Kolaczkowski
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 Simon Newham Kevin Plummer Chris Willsher Tracy O'Connor (Clerk)	**Pay Committee** John Littlewood Jo Plummer Kevin Plummer Chris Willsher

MINUTES APPROVED

Signature …….....

Name (PRINT) …….

Position …….

Date …….