Brockenhurst Church of England Primary School
And Pre-School

Full Governor Board Meeting

On Monday 27 April 2026 at 4.30 pm

MINUTES

Present:	Apologies
John Littlewood (JL) Headteacher Chris Willsher (CW) Co-opted Governor (Chair) *joined the meeting at 5.10 pm* Denis Dooley (DD) Co-opted Corrie Kolaczkowski (CK) Parent Governor Simon Newham (SN) Ex-Officio Foundation – *left the meeting at 6 pm* Kevin Plummer (KP) Local Authority Jo Plummer (JP) Foundation Lisa Prichard (LP) Staff Governor In Attendance: Tracy O'Connor LA Clerk	Andy Simmons (AS) Parent Governor *(apologies received after the meeting)* Mark Curzon (MC) Foundation 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 4.30 pm.

	History and Geography Presentation Geography • Still following Collins Primary Connected geography. • Teachers should adapt this to suit their children and make it relevant for the locality. • The plans are driven by an enquiry and they follow the enquiry approach when adapting the planning. In History the 6-step enquiry approach is being used. When lessons are observed it is clear which step a child is on. **Changes to Long Term Plan** Year 2 geography – Where in the world are you?	

	Year 3 history – Victorians. Year 6 history – Black and British. Year 3 geography – comparative study to Rio de Janeiro. All changes were implemented based on reflection of the previous year's outcomes and to ensure each step is relevant. **EYFS** The school has been working on each subject to ensure a smooth transition from Pre-School to Year R and then into mainstream education. Progression of skills was shared with the Governors. This has been completed for all subjects. The intent for every subject has been re-evaluated from 2 years upwards. Q: How difficult is it to map across to find an appropriate skill set that was accessible? Some areas were easier than others. Q: What point in the progression do you start to use the words history and geography? In Reception, the term history may be introduced, although it is primarily taught through the Understanding the World area of learning. In the Early Years, much of geography learning comes through stories, story maps, and exploring different places. School trips and visits link very effectively to History and Geography. The children benefit greatly from the strong support of the Governors. Residential trips offer a wide range of experiences, which provide valuable enrichment opportunities. Books and texts are effectively linked to topics and continuing to build on this would be a positive next step. The Lead referred to a book called 'Where in the world are you' which was a really good starting point. Teachers have the flexibility to identify relevant areas and resources that will engage the children. There are options available to hire boxes of resources from Hampshire Services to support topics. The Lead was thanked for her informative presentation.	
1.	**Welcome, Prayer and Apologies**	

	The agenda and supporting documents were circulated to the FGB prior to the meeting to enable questions to be prepared. Apologies were received and accepted from Mark Curzon. Apologies received after the meeting from Andy Simmons. SN opened the meeting with a prayer.	
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 –9 March 2026** **3.1 To agree and sign minutes of previous meeting** **3.2 Matters arising and action points (Action points below)** The minutes of the FGB meeting on 9 March 2026 were agreed as an accurate record of the meeting and were approved by the Chair **AP1: Chair to sign Approved FGB Minutes 9 March 2026 and forward to Clerk to upload to HSS. Completed** **AP2: Clerk to send Approved Minutes to Diocese. Completed**	**Chair** **Clerk**

	Action Points – FGB 9 March 2026	**Who**
1.	Chair to sign Approved FGB Minutes 19 January 2026 and forward to Clerk to upload to HSS. Completed	KP
2.	Clerk to send Approved Minutes to Diocese. Completed	Clerk
3.	Safer Recruitment training – CW to complete training. Completed	CW
4.	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 meeting	CW/Clerk
5.	Parent survey feedback – April agenda.	Clerk
6.	Car park repair - DD to liaise with HT. Date has been arranged and will be completed by the end of half term.	DD

7.	SFVS - HT and KP to complete (18 March) and submit by 31 March 2026. Completed	HT/KP
8.	Clerk to issue the Governor Visit Form template. **Completed.**	Clerk
9.	DD to complete a Governor Visit Form for Geography and History. Completed	DD
10.	NFLA review presentation – Agenda item September.	Clerk
11.	MC, JP and CW to review the staff survey. This will be added as an agenda item for the next meeting. Carried forward	MC, JP and CW

4.	**Headteacher Report (written)** **4.1 Current challenges and celebrations** **4.2 Attendance report by groups** **4.3 Pre-school occupancy** The Report had been issued in advance of the meeting. **Highlights** There are 21 children for Year R in September (75%). 13 of the 21 children attended the Pre-school. Q: What is the budgeted figure? The budgeted figure is 184 across the whole school. Q: What does it look like finance-wise? Finance-wise, the position looks much stronger than expected. Cost-saving measures have delivered greater savings than initially predicted. The in-year deficit will be cleared. This improvement is attributed to effective accounting and efficient use of resources. A meeting is scheduled next week to review the budget in detail. The school's financial position has improved significantly in the short term, with the deficit resolved and better-than-expected savings achieved. **Attendance** The Attendance data and comparisons were shared in the Report. Attendance is currently very good. Q: What is happening in year 2 and year 4?	

	In Year 2 and Year 4, attendance is lower than usual because families are taking holidays in February (particularly skiing trips). **Performance** SEN and FSM 238/420 SEN 164 (94.8%) FSM 163 The school is in the top 40% of comparative schools for data and attendance. **Appeals** There have been no appeals. **Child Protection** There are no current cases. **Staffing update** • LP will be leaving the school in August to go travelling. • BD is returning part time and will have a day dedicated release as SENDCo from September. • Interviews are under way for 2 full time teachers for September. • A Teaching Assistant will be leaving in September. *CW joined the meeting at 5.10 pm.* **Grants received** Funding for the Courtyard Classroom and the crossing is a huge success and an upcoming disco will help to top up funds ahead of the Summer Fete. The Governors said that they were really pleased to see the Easter Services were exceptional. Q: How are the changes since Christmas impacting upon learning? Since Christmas the school has become significantly more efficient. Transition times are carefully planned and managed, reducing lost learning time and improving overall lesson flow. All expectations are being consistently met even in situations where staff absence can create challenges. In class observing and undertaking book reviews no major concerns have been identified. Moving forward the current model will be maintained. Q: How is the SENCo role going for the Headteacher? The SENCo role has provided the Headteacher with a much deeper understanding of the significant amount of background paperwork and coordination required to effectively support SEND provision. Time is clearly	

	structured, with one session dedicated to delivering and overseeing interventions, and another allocated to administrative responsibilities. The move towards digitalising records has been particularly beneficial, improving organisation, accessibility, and enabling wider staff to develop their understanding of SEND processes and provision. The Headteacher's knowledge in this area has increased considerably. However, the role is time-intensive, currently requiring approximately 1.5 to 2 days per week. There are also currently 3 EHCPs in progress, which adds to the workload and highlights the level of need being managed. Q: What are you not doing now that you are temporarily covering the SENCo role? Due to the additional responsibilities of covering the SENCo role, the Headteacher has needed to adjust how time is managed. Some work is now being completed at home, which provides a degree of flexibility in balancing leadership and SENCo duties. Q: What is horse riding support? This is riding for the disabled which is offered to the ELSA children when available. Q: Is staff overtime recorded? Do Governors receive a copy of this report and the staff sickness report? How do staff measure their overtime? Governors do not receive these reports. Details are recorded in the budget (Nursery cover). Teachers are paid a set salary. **AP6: Question to be added to the Staff Survey. Do you feel able to do your job within the hours given?**	
5.	**Phase 2 data review by groups** A thorough discussion took place at the last meeting, where the model and accompanying Venn diagrams were shared with governors. The model is colour-coded to clearly indicate whether pupils are secondary ready, close to being ready, or not yet on track. This allows trends to be easily identified and supports a more informed understanding of pupil progress. Governors can see progression across year groups, providing a transparent overview of attainment and development. Importantly, the model reflects the current position of pupils rather than predictions, ensuring that discussions are accurate and the data is in real-time. **Year 6**	

	There are 33 children in the cohort. Each child represents 3%. There are currently 4 children who are not on track to meet all subject areas. **Year 5** 24% of children are unsecure in the cohort. A lot of the children are close to. The children are receiving relevant support. Governors said the data provided in the new format is now a lot easier to understand. Over time trends will be identifiable more easily. Q: The data has been provided. If Governors were to drill down into the subgroups (PP/SEN) would there be any concerns? There is a concern with a child who has PP and SEN. Q: Is year 1 a particular concern? It will get better. There is a lot of need (maturity) in the cohort and currently they are unable to access formal learning. Q: How difficult would it be for current year 6 to get their Venn diagrams for their entire journey through the school? **AP6: MMD – (Data) to provide year 6 journey through the school.** Q: Is there an argument going forward using the strategic Governor vision to look at a play based KS1 rather than a play-based year R? This would make the school unique and desirable with parents. Current experience indicates a significant challenge. Where children have had limited exposure to structured, formal learning in Reception and Year 1, some pupils are not sufficiently prepared to access the demands of the Year 2 curriculum. This can impact their ability to engage with more formal academic expectations and may slow progress, particularly in core areas such as reading, writing, and mathematics. *SN left the meeting at 6 pm.*	
6.	**Budget and Finance** The in year spend looks very positive. A meeting is arranged for next week to discuss the budget in full. The projected figures show 184 children for September but currently numbers are projected at 181. The projections are better than anticipated. The fees and lettings have increased. The charges to Nursery and Pre-school will increase in September. The general lettings have not increased as 2 additional hire sessions have been booked. The fees and lettings remain competitive. Summer school will run for 4 weeks. 22 – 26 children attend each day. The charge is £35 per day for the first child and £25 for a second child. Next year it will increase to £40 for the first child and £30 for the second.	

	Governors said it was important to celebrate that the Headteacher has steered the school through staff cuts and next year will be a stable year and debts have been cleared. The Budget had been issued to the Governors which they approved.	
7.	**Safeguarding update** There were no safeguarding incidents to update.	
8.	**Staff Wellbeing** Covered previously in the minutes. Interventions are still happening but the provision is not the same as it was before. Staff remain positive and are happy.	
9.	**Parent Survey** **Pupil Survey** The Parent survey has been extended and will be discussed at the next meeting. 44 responses have been received to date. **AP8: Parent Survey – agenda item next meeting.** **Pupil Survey** **AP9: Pupil Survey to be reviewed and issued in June. Parent Governors CW and LP.** **Feedback agenda item next meeting.**	
10.	**Governor Matters** **10.1 Constitution**	

	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

Co-opted Governors – potential candidates have toured the school.

AP10: CW and HT to discuss and contact the Co-opted Governor candidates.

10.2 Governor link visits

All Link visits have been completed.

Residential

A Governor asked that it be recorded on record that the staff in the school are brilliant. The residential is organised excellently. They give up their time before, during and after the residential trip. The staff are willing to take the children away and work extremely hard and go over and above to make it successful.

10.3 Governor training feedback

Safer Recruitment – CW attended the training which was well delivered and informative.

10.4 Governor Action Plan - Priority 3 – School self-evaluation and school improvement planning

PRIORITY 3 – School self-evaluation and school improvement planning

Ensure school self-evaluation processes are systematically updated and discussed to ensure they are robust and accurate.

Ensure the systematic collection and analysis of all stakeholder views to inform school planning with any dissatisfaction is investigated.

Ensure school improvement plan is based upon robust school self-evaluation and has clear, time-bound success criteria which can be monitored by governors.

- Governors have received and reviewed the SIAMs report.
- The Parent and Pupil Surveys will be discussed at the next meeting.
- The report and surveys will have an impact on the plan for next year.

10.5 Governor feedback from any other meetings

The Fenwick Community Fund Trustees advised that the bids received from Brockenhurst were very well written.

Governors were involved in the teacher recruitment for 2 days. Candidates were appointed.

10.6 Proposed FGB meeting dates new academic year 2025/26
14 September 2026
23 November 2026
11 January 2027

	8 March 2027 **17 May 2027** **12 July 2027** Governors were asked to note the proposed FGB meeting dates for the new academic year. **AP11: APCM meetings – JP to confirm APCM meeting dates with proposed FGB meetings.**	
11.	**Health and Safety** (Verbal Update) **11.1 Site Walk** The toilet drains have now been cleared and all work completed. The Courtyard Classroom As funding has now been received drawings for the Courtyard Classroom are now being prepared. The drawings will go to HCC to approve the structure of the drawings. A fire drill is arranged for next term. A Governor will attend the fire practice. **11.2 Health and Safety Training** All Health and Safety training is up to date.	
12.	**Parent Governor Feedback** (Opportunity for parent governors to inform Governing Body of any particular issues) No further feedback was received aside from the points already discussed in the meeting.	
13.	**Documents and Policies for review and approval** There were no documents or policies for review and approval.	
14.	**Correspondence** One item of correspondence has been received. The correspondence has been discussed with the parents and the position is now closed.	
15.	**Items to Consult/Inform Parents** There were no items to consult/inform parents.	
16.	**Any Other Business**	

	Volunteers Fair – there have been 6 new volunteers. DBS checks are being undertaken. Thanks was given to the school for accommodating the interviews for Mel's replacement. The school was very supportive. The interviews have now finished and the candidate has been contacted.	
17.	**Dates for future meetings** FGB Monday 13 July 2026 – 4.30 pm HTPM Wednesday 8 July 2026 – 8.30 am	
	Impact Statement	
	The Chair thanked everyone for their time at the meeting. The meeting ended at 6:35 pm.	

Approved C Willsher (Chair)

	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	CW/Clerk
4.	NFLA review presentation – Agenda item September.	Clerk
5.	MC, JP and CW to review the staff survey. This will be added as an agenda item for the next meeting.	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?	JP and MC
7.	MMD – (Data) to provide year 6 journey through the school.	MMD
8.	Parent Survey – agenda item next meeting.	Clerk

9.	Pupil Survey to be reviewed and issued in June. CK, CW and LP Pupil Survey feedback at July meeting	CK, CW and LP
10.	CW and HT to discuss and contact the Co-opted Governor candidates.	CW and HT
11.	APCM meetings – JP to confirm APCM meeting dates with proposed FGB meetings.	JP

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 Chris Willsher (Chair) Simon Newham Kevin Plummer	**Pay Committee** Chris Willsher John Littlewood Jo Plummer Kevin Plummer

Tracy O’Connor (Clerk)	

MINUTES APPROVED

Signature …….....

Name (PRINT) …….

Position …….

Date …….