Brockenhurst Church of England Primary School
And Pre-School

Full Governor Board Meeting

On Monday 9 March 2026 at 4.30 pm

MINUTES

Present:	Apologies
John Littlewood (JL) Headteacher Mark Curzon (MC) Foundation Governor Denis Dooley (DD) Co-opted Corrie Kolaczkowski (CK) Parent Governor Simon Newham (SN) Ex-Officio Foundation – *joined the meeting at 5 pm* Kevin Plummer (KP) Local Authority Jo Plummer (JP) Foundation Lisa Prichard (LP) Staff Governor In Attendance: Tracy O'Connor LA Clerk	Chris Willsher (CW) Co-opted Governor (Chair) Andy Simmons (AS) Parent 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.

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 Chris Willsher and Andy Simmons. JP 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 – 19 January 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 19 January 2026 were agreed as an accurate record of the meeting and were approved by the Vice Chair. **AP1: Chair to sign Approved FGB Minutes 19 January 2026 and forward to Clerk to upload to HSS. Completed** **AP2: Clerk to send Approved Minutes to Diocese. Completed**	**Chair** **Clerk**

	Action Points – FGB 19 January 2026	**Who**
1.	Chair to sign Approved FGB Minutes 8 December 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. **Completed**	CW
4.	Governor vacancy advert to be sent to FGB to share widely. Carried forward **Completed**	DD
5.	Co-opted Governor – HT and CW to discuss the potential appointment. Agenda item	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. **Completed**	HT/CW
10.	Advice, Support and Training subscription 2026/27 to Governor Services - HT to advise Clerk following discussion at WGBT – **deadline 20 March**. The Governing Board agreed to subscribe for another year to the Service Level Agreement as it offers a comprehensive source of advice, training and support. Governors were encouraged to review their skills and book courses throughout the year. The Governor training for the coming year is	HT/Clerk

	now available to book via HSFS. Following the meeting the Clerk issued the new training programme to the Governors.	
11.	LA Clerking service - Clerk to submit by 13 February. **Completed**	Clerk
12.	Supporting the school financially/offering time – HT to draft a communication to parents. The communication will be sent following the parent survey.	HT/CW

4.	**Headteacher Report (verbal)** **4.1 Current challenges and celebrations** **4.2 Attendance report by groups** **4.3 Pre-school occupancy** **4.4 SIP evidence update** **4.5 SIAMS Report** **Attendance (whole school): 94.7%** PP: 93.53% SEN: 93.43% **Pre-school occupancy** There are currently spaces available for 3 and 4 year old children. The nursery is fully booked until Summer 2027, and a waiting list is in place for earlier admissions. **Challenges** Staffing changes and cover are challenging. Following the half-term break, morale has improved slightly and the environment feels more settled. Overall, the school is operating as effectively as it can under the circumstances. Teacher appraisals will take place over the next fortnight, during which they will be reviewing staffing and commitments for September 2026. **Celebrations** Several new pupils have recently joined the school: One child has joined Year 2 Two children have joined Year 4 There are also a number of parents with 3 and 4 year olds who may choose to join the school in Year R. Looking ahead to September, there are currently 19 children confirmed, and tours are continuing for prospective families.	

	Q: How many children will be leaving year 6? There will be 33 children leaving year 6. **SIAMS Report** Governors acknowledged receipt of the SIAMS report. The SIAMS report will be shared with the parents and uploaded to the website. The vision and philosophy of the school are strongly reflected in the recent SIAMS inspection. Governors described the SIAMS report as heartwarming, noting that it captured the school's character and ethos perfectly. Staff feel as valued as the children, and this was clearly recognised within the report. The inspection was thorough and conveyed a genuine warmth, highlighting the strength of relationships and the depth of the school's values-led culture. **Learning Mentor – Bespoke CPD** A bespoke Teaching and Learning Mentor has now begun working across the NFLA, with the focus of their support adapted to the specific needs of the school. The Headteacher referred to the CPD allocation within the budget, confirming that this funding is designated for the bespoke Teaching and Learning Mentor provision. This tailored CPD package is fully aligned with current practice and is proving to be highly beneficial in supporting staff development and improving teaching and learning across the school. **Volunteers** Seven additional individuals have recently signed up to volunteer, bringing a wide range of expertise and skills. This is excellent and will provide valuable support across the school. **Crossing Patrol/Courtyard** Applications for funding for both the crossing patrol and the courtyard have been received. The school will actively pursue grant opportunities to support these projects. Donor contributions are always greatly appreciated. Additional support would help the school continue developing its provision, enhance resources, and progress ongoing improvement projects.	
5.	**Budget and Finance** The budget has been submitted to the Governors for approval.	

	The Headteacher highlighted that the decline in income is directly linked to the falling numbers on roll. The school continues to receive funding for Pupil Premium and for pupils with EHCPs (Education, Health and Care Plans). However, for each child with an EHCP, the school is required to fund the first £6,000 (six thousand) of support. Typically, the school has 3 to 5 children with EHCPs at any one time, which represents a significant financial commitment. The Assistants budget line has increased, as this is where the Pre-school staff are recorded. There are currently seven members of staff allocated to the Pre-school, which accounts for the rise in this area of the budget. Q: There are a number of lines on the budget that reduce going forward? Line 7690 relates to the Sports Premium. This has reduced from £16,000 to £8,000 and then no longer appears in the budget. This reflects changes in the Sports Premium allocation, which can vary annually depending on government funding levels. Q: Catering appears to pop up in several codes, is this correct? Catering is now allocated under a different budget line, reflecting a reclassification of how these costs are recorded. In addition, ICT expenditure has been reorganised and is now recorded under nine separate headings. Previously, ICT costs were grouped into just two categories—software and hardware. This expanded breakdown provides greater clarity and transparency around ICT spending and enables more accurate financial monitoring. *SN joined the meeting at 5 pm* Q: There appears to be a large amount of credit in General Maintenance (3740) for this year. What does this relate to? That is the DfE grant for the Nursery. Q: You have not included any funds for purchasing ICT Equipment (4494). Do we need to include a small sum just in case something breaks? That is funding for the Chrome Books. There is no funding available to invest in for future years. Q: You have cut nearly £5,000 from supplies and stationery (4540), have changes been made to make this possible? The school is continuing to trial different suppliers and products in order to reduce costs wherever possible.	

	Q: Our budget share (7696) is budgeted to rise in 26/27 but fall the year after. Is this right? The budget share is calculated from the number of pupils on roll, and these figures come from the October school census each year. **Car Park** The Headteacher referred to a declaration confirming that the car park is the school's responsibility. Local residents retain the right to access the car park, which remains in regular use. There are currently areas in need of repair, and it was suggested that hoggin could be used as a practical and cost-effective way to fill and stabilise the holes in the surface. This would help improve safety and usability while keeping expenditure manageable. **AP6: Car park repair - DD to liaise with the HT.** Q: Should we put something in place regarding parking in the school car park at weekends and during school holidays, as it does get a lot of use? Introducing restrictions could be problematic. Options such as parking meters or paid-for access would come at an additional cost to install, maintain, and manage, which may outweigh any potential benefit. Given the car park's existing usage and the right of access held by residents, any changes need to be carefully considered to avoid creating further complications. Governors expressed significant concern regarding the projected deficit at the end of Year 3 in the budget. They emphasised the importance of considering what decisions need to be made in the coming years to address this position. There is currently a £100,000 (one hundred thousand) difference in the long-term projection. As a guide, 10 additional pupils equate to approximately £35,000 (thirty-five thousand) in funding, so an increase in pupil numbers would provide meaningful financial improvement. While there are some minor savings that can be made, these are not substantial enough to close the gap on their own. The only two areas that are not directly tied to statutory or essential budget lines and therefore the only areas with potential flexibility are: • The curriculum offer from Hampshire, which the school purchases to support teachers • The bought-in music provision from Hampshire ceasing Either or both would create savings, but governors will need to weigh the impact on teaching, learning, and provision before making any decisions. If the school does not continue with its current level of buildings maintenance, there is a realistic risk that unexpected issues could arise. The school would need to maintain a contingency reserve to cover any urgent or unforeseen	

	repairs. Without this, the school could face significant unplanned costs that may be difficult to absorb within an already tight budget. Q: Is there nothing within the technology budget that could produce savings? The school confirmed that interactive whiteboards are required in every classroom and therefore offer very limited scope for savings. These boards are essential teaching tools and form part of the expected baseline for classroom provision. Most of the remaining ICT expenditure relates to software costs, many of which are tied to DfE requirements. Because these systems are statutory, safeguarding-related, or essential for curriculum delivery, there is very little flexibility to reduce costs without compromising compliance or educational standards. The Chairs and Heads of the New Forest Learning Alliance have met to discuss Federation and how they would operate. In September an update will be provided. It is important to be proactive and a need to think creatively. Q: Who uses the school field in the summer? In the summer the field is used by wraparound care for 4 weeks. External hire at the school continues to be explored.	
6.	**SFVS** **Submit approved SFVS to Local Authority by 31 March 2026** **AP7: SFVS - The HT and KP to complete (18 March) and submit by 31 March 2026.**	
7.	**Safeguarding update** DSL Training & Capacity Alana Blick has now completed DSL training, bringing the total number of Designated Safeguarding Leads to three. This strengthens the school's capacity to respond to safeguarding concerns effectively. Regular safeguarding reviews continue to be undertaken, ensuring systems remain robust and current. CPOMS is still being used effectively to record, monitor, and track concerns. Police Reports The school continues to receive police reports for a Gosport school, despite having notified the relevant authorities. This remains an administrative inconvenience and is being monitored. Social Care Involvement There is ongoing concern regarding the lack of consistency in allocated social workers. Each time the school works with a family, they are often assigned a different social worker, resulting in limited continuity. This inconsistency is not	

	positive for families and can impact the effectiveness of support and intervention.	
8.	**Staff Wellbeing** The Headteacher Performance Management Panel met recently. The objectives for the Headteacher have already been shared with Governors. The meeting was very positive. Governors recognised that this year has been particularly challenging, with the Headteacher having to take on additional responsibilities to ensure the smooth running of the school. Governors unanimously agreed that the Headteacher is continuing to meet, as far as possible, all of the objectives that were set. They also noted that he has consistently gone the extra mile, investing significant time and effort into keeping the school functioning effectively. Governors acknowledged that the Headteacher is doing an excellent job in difficult circumstances, maintaining standards and outcomes while also supporting staff and developing leadership capacity within the school. His ongoing efforts to sustain morale were also highlighted and greatly appreciated. Staff are really stretched but they are being proactive and looking for positive solutions. The school continue to look for opportunities to be creative and to approach challenges differently. Interventions are maintained and volunteers are key in listening to a child read. Q: Are parents and volunteers managing to fill the reading gaps? Are the teachers reaching out to their parent cohorts? The support from parents and volunteers is definitely helping to fill the reading gaps. Their involvement is making a positive difference, and teachers continue to engage with families to encourage ongoing participation and support. Governors asked that their thanks be formally passed on to all staff. They are very aware of how challenging the current circumstances are and expressed their appreciation for staff who have stepped up, taken on additional roles, and continued to support the school so positively. Their commitment and flexibility were acknowledged and deeply valued.	
9.	**Governor Matters** **9.1 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

SEN Governor role

There has been a strong interest in the SEN Governor role, with three candidates expressing a desire to be considered. This is a very positive response and very encouraging. School tours have already taken place or are scheduled to support each candidate in gaining a clear understanding of the school's provision and the responsibilities of the role. All three candidates bring a very strong skill set, making them highly suitable for the position.

9.2 Governor link visits

AP8: Clerk to issue the Governor Visit Form template. Completed.

AP9: DD to complete a Governor Visit Form for Geography and History.

CW has arranged to complete an English Governor Visit, which will contribute to ongoing monitoring of curriculum provision and support.

9.3 WGBT Feedback

Special Educational Needs and Disabilities
Monday 9 February 2026
Tutor Dean Prodomo

The training was very good and helped to put things into context, providing greater clarity and understanding for those who attended.

9.4 Governor training feedback

JP reported that she had attended the Difference course to review the new plan. She noted that the resources are very good, with a wide range of child-friendly elements that support engagement and understanding.

9.5 Governor Action Plan – Priority 2 – Governor Development

The Governor Action Plan was reviewed.

Ensure governors training and development is up to date.

All governors complete a skills audit
Collated results.

	Skills audit completed so that GB identifies development needs. Whole GB training event provided with focus on monitoring SEND. GB confident in its SEND monitoring role At least one governor completes training to monitor safeguarding Governors effectively monitor safeguarding. At least one governor completes DSL training Governors effectively support Staff DSL on complex cases. At least one governor completes training to monitor SEND Governors effectively monitor SEND. The School Improvement Plan has been rag-rated and issued to the Governors to provide evidence. New Governors complete necessary induction and awareness training. All Governors conduct effectively their roles **9.6 Governor feedback from any other meetings** The Heads and Chairs of the Learning Alliance attended a meeting. The NFLA review presentation will be presented to the FGB in September. **AP10: NFLA review presentation – Agenda item September.**	
10.	**Health and Safety** (Verbal Update) **10.1 Site Walk** Kitchen Repaint The kitchen is currently being repainted, and the roof is being resealed as part of ongoing maintenance work. Year 3 and Year 6 Areas The repairs to the Year 3 and Year 6 areas have now been completed. The school is currently awaiting removal of the scaffolding. Year 1 and Year 2 Areas The repairs to the Year 1 and Year 2 areas are almost complete. It has been confirmed that any repairs required due to water damage caused by roof issues are fully covered, including both the repair work and the necessary ‘making good’ to restore the affected areas. **10.2 Training**	

	Hoist training has been completed to ensure staff are fully equipped to support a child in Year R. This training enhances the school's capacity to meet the child's needs safely and effectively. All H&S training has been completed and is up to date.	
11.	**Parent Governor Feedback** (Opportunity for parent governors to inform Governing Body of any particular issues) There has been significant negative feedback from parents regarding the new catering supplier. The Headteacher confirmed that a Newsletter will be issued today to address the concerns raised. The contractor was appointed by Hampshire, and the Headteacher was not involved in the appointment process. A meeting has taken place between the catering company and the Headteacher to review the current situation. Alongside the Newsletter, the catering company has provided a response outlining their plans moving forward, which will also be shared with parents and carers. Exit Interviews Q: Do the school conduct exit interviews with families when they choose to leave? There may be opportunities for learning. Exit interviews are conducted with all parents when their child leaves school. The Headteacher confirmed that he knows exactly why each child has left, ensuring the school can reflect on any themes, identify areas for improvement, and act on any feedback received.	
12.	**Documents and Policies for review and approval** There were no documents or policies for review and approval.	
13.	**Correspondence** There was no correspondence to discuss.	
14.	**Items to Consult/Inform Parents** Parent survey reminder. SIAMs – notify parents.	
15.	**Any Other Business** It was agreed that a staff survey will be issued in the summer. **AP11: MC, JP and CW to review the staff survey. This will be added as an agenda item for the next meeting.**	

	Twinning Association She has received an email from Jenny Simpson, Chair of the Twinning Association, who has visitor families arriving 5 to 8 June, and has asked what the school would be able to do to support the visit. This includes consideration for families who may be interested in hosting. The ages of the children are 12, 11 and 8. The Headteacher confirmed that he will issue an email to parents and explore possible involvement from the school.	
16.	**Dates for future meetings** FGB Monday 27 April 2026 – 4.30 pm FGB Monday 13 July 2026 – 4.30 pm HTPM Wednesday 8 July 2026 – 8.30 am	
	Impact Statement • Finance – Governors conducted a thorough review of the financial position • Fabric of the Building - Significant oversight has been given to the condition and maintenance of the school buildings. Governors monitored ongoing repairs, refurbishment work, and the management of water-damage-related issues. • NFLA – Benefit of Collaboration and Funding • Children's Wellbeing • Catering - Governors reviewed concerns raised about the new catering supplier. Responsive action has been taken, including meetings with the contractor and communication with families.	
	The Chair thanked everyone for their time at the meeting. The meeting ended at 6.10 pm.	

	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.	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.	CW/Clerk
5.	Parent survey feedback – April agenda.	Clerk
6.	Car park repair - DD to liaise with the HT.	DD
7.	SFVS - HT and KP to complete (18 March) and submit by 31 March 2026.	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.	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.	MC, JP and CW

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 Tracy O'Connor (Clerk)	**Pay Committee** Chris Willsher John Littlewood Jo Plummer Kevin Plummer

MINUTES APPROVED

Signature …….....

Name (PRINT) …….

Position …….

Date …….