

Brunswick House Primary School

MINUTES OF A Meeting OF THE FULL GOVERNING BODY HELD ON MONDAY 11 DECEMBER 2017

The meeting commenced at 4.00 pm

Present: Laurel Townend (in the Chair), John Bateson-Cooper, Rhia Davis, Ellie Dunnett, Debbie Feast, Jill Hogan, Nadia Pennell, David Stead and Wendy Skinner.

Also, present: Clare Fullagar (Deputy Headteacher), David Ware (Deputy Headteacher), Geoff Mills (Governors Gateway Clerking Service) and Aileen Cooper (Governors Gateway Clerking Service)

Item	Main discussions	Action by
	The meeting was quorate.	
1.	<p>Welcome and apologies(i) The Chair welcomed Nadia Pennell to her first FGB meeting since becoming a member of the Governing Body.</p> <p>(ii) Apologies from Nicola McLeish were received and approved.</p>	
2.	<p>Declaration of Business Interests John Bateson- Cooper made a general declaration in accordance with relevant school policies and procedures as he sometimes undertook electrical contract work within the school.</p>	
3.	<p>Notification of any other urgent business. None</p>	
4.	<p>Minutes of the meeting held on 25 September 2017</p>	
	<p>4.1 The minutes of the meeting held on 25 September 2017 were approved and signed by the Chair as a true record.</p>	
	<p>4.2 There were no matters arising not covered elsewhere on the Agenda.</p>	
	<p>4.3 The confidential minutes of the meeting held on 25 September 2017 were agreed and signed by the Chair as a true record.</p>	
5.	<p>Review of the Constitution Laurel Townend briefed the meeting on the detailed discussions which had taken place at the meeting of the Strategic Committee held on 16 November 2017. Following on from those discussions the recommendation of the Committee was that there was no need to make any changes to the current constitution.</p>	

SIGNED

Laurel Townend

Page 1 of 11

DATED

19/3/2018

	<p>Following discussion Jill Hogan proposed and John Bateson-Cooper seconded that having considered the recommendations of the Strategic Committee the Full Governing Body should agree there was no need to make any changes to the Constitution.</p> <p style="text-align: right;">Carried unanimously</p>	All to note		
6	Student Voice – deferred to the next meeting			
7	<p>Membership</p> <p>The FGB noted that Nadia Purnell had been elected as a Parent Governor from 15 November 2017.</p> <p>Laurel Townend said that under the terms of the Constitution the school could have up to 12 Governors. The current number of governors was ten and therefore there was two vacancies. One of the vacancies was for a Local Authority governor and the other for a co-opted governor.</p> <p>It was hoped that one of the vacancies could be filled by someone with a sports background and therefore approaches would be made to local clubs such as Aylesford Rugby Club and Maidstone United FC. Jill Hogan reported she had contacted Brachers asking if they had any member of their staff who they would wish to nominate. A reply on that was awaited.</p> <p>Laurel Townend said she hoped that nominations would be available in time for discussion at the next FGB meeting.</p> <p>Governors were reminded of the need to ensure they had signed the Governor Code of Conduct, completed a declaration of Interests and had already or had applied for a DBC certificate.</p>	<p>Co Chair – LT and Jill Hogan</p> <p style="text-align: center;">all</p>		
8	<p>Governing Body and Committee Structure</p> <p>(i) Committee Structure At its meeting on 16 November 2017 the Strategic Committee considered and recommended the FGB adopt the following committee structure and membership:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Learning & Development Wendy Skinner Jill Hogan Laurel Townend Nicola McLeish Debbie Feast Nadia Pennell</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Finance and Resources Wendy Skinner John Bateson-Cooper David Stead Ellie Dunnet Rhia Davis</p> </td> </tr> </table>	<p>Learning & Development Wendy Skinner Jill Hogan Laurel Townend Nicola McLeish Debbie Feast Nadia Pennell</p>	<p>Finance and Resources Wendy Skinner John Bateson-Cooper David Stead Ellie Dunnet Rhia Davis</p>	
<p>Learning & Development Wendy Skinner Jill Hogan Laurel Townend Nicola McLeish Debbie Feast Nadia Pennell</p>	<p>Finance and Resources Wendy Skinner John Bateson-Cooper David Stead Ellie Dunnet Rhia Davis</p>			

SIGNED *W James*

DATED *19/3/2018*

	<p>Strategy Committee Wendy Skinner Laurel Townend Ellie Dunnet Nicola McLeish Jill Hogan John Bateson-Cooper</p> <p>To be invited to attend all meetings: Clare Fullagar and David Ware (Deputy Headteachers)</p> <p>The FGB noted and agreed these proposals</p> <p>(ii) Governing Body Structure <i>(For ease of reference a copy of the structure as agreed at the meeting is attached to these minutes as Appendix A.)</i></p> <p>Laurel Townend presented a report which proposed a more defined structure for the Governing Body. She said these proposals were prepared in line with DfE requirements and set out a monitoring framework for Committees. She highlighted the following:</p> <p>Strategy – to scrutinise and agree some policies but maintain a direct reporting line to FGB on these matters on the basis of protection rather than need.</p> <p>Learning and Development - to receive presentations from curriculum leaders.</p> <p>Finance and Resources – to scrutinise and review policies relevant to this committee and receive monitoring reports. Other monitoring reports would go to the most relevant committee.</p> <p>Following discussion Governors agreed the principles of these proposals. Governors also agreed that Health and Safety matters should come directly under the responsibility of FGB. Governors also agreed that there should be more consistency in the way monitoring reports are presented and therefore the wider use of an appropriate pro-forma would be looked into.</p> <p>In adopting this report Governors noted that there would need to be a review of committee Terms of Reference to ensure they were appropriately updated to reflect what had now been agreed.</p>	<p>all</p> <p>Co-Chair (LT)/Clerk</p> <p>Co-Chair - LT/Clerk</p>
9	<p>Clerking Arrangements. Laurel Townend reported that due to recent difficulties in securing the regular services of a clerk the school had now signed up to the Governors Gateway Clerking Service. As a result Geoff Mills was now the Clerk to the Governing Body.</p>	<p>All to note</p>

SIGNED 

DATED 19/3/2018

	<p>As part of this Service the school had also signed up to the on-line Governor hub service through which governors and senior staff can access relevant committee meeting papers and policies and receive updates on relevant press and government information releases.</p> <p>Governors unanimously endorsed this decision</p> <p>Governors need to go onto Governor hub to check that their details are correct.</p>	<p>All to note</p> <p>All</p>
10	<p>School Development Plan and School EF – Autumn Update</p> <p>The SDP/SEF is a live document which undergoes constant review and updates. The SEF had been re-written and included at the front of the SDP, both taking account of responses from the School Leadership Team and Curriculum Leads. The last FGB fell too early for the full SDP to be presented, so the Headteacher presented to the meeting a summary report detailing the school aims for the whole school, Foundation Stage, Curriculum, English and Maths, for FGB approval.</p> <p>Governors noted that the SDP had already been the subject of a detailed discussion at the meeting of the Strategic Committee held on 16 November 2017. They therefore noted the report by the Headteacher and supported and fully agreed the latest updated SDP.</p>	<p>All</p>
11	<p>Headteachers Report</p> <p>Prior to the meeting Governors had been asked to forward to the Headteacher any questions they had on her report and these together with the Head's answers are attached as appendix B to these minutes.</p> <p>The Headteacher submitted a comprehensive report covering all the key areas of the school. During the course of discussion, the following points arose:</p> <p>Organisation and Staffing</p> <p>Page 2- In answer to a question on additional staff absences the Headteacher said these were being fully covered. <i>(other staffing matters are dealt with in more detail in the Confidential Minutes for this meeting)</i></p> <p>Page 3 - The Headteacher said in the table at the top of page 3 (Quality of Teaching, Learning and Assessment) the figure for Outstanding Features had now gone up from 4 to 5.</p> <p>Page 3 - Pupil Premium- The Headteacher said the school was wholly focused on improving levels of school attendance. Pupil Premium was one of the groups which was being closely monitored both at attendance meetings, PP meetings and Pupil Progress meetings with teaching staff. Reminders were sent to parents</p>	

SIGNED

W. Stanger

Page 4 of 11

DATED

19/3/2018

where there had been a drop in attendance. Then if appropriate that would be followed up with a meeting with the parents/carer. Also, case studies were kept to evidence the impact of the school's strategies. Medical absences were unavoidable and therefore the school was focusing on those outside that category.

Page 4 - Safeguarding – see Paragraph 14 below

Page 4 – Parent Forum and Questionnaire - The Headteacher's report included the minutes of the meeting of the Parent Forum held on 13 November 2017. The Headteacher said there had been 163 replies to the parent questionnaire and as a result proposed to lead on the following actions: Review of Behaviour Procedures; communicating progress measures to parents and reviewing provision for high achievers.

Governors said they were pleased with the positive actions being taken to reduce levels of absence. They said they were also pleased at the level of engagement between the school and parents and the positive outcomes from the parent questionnaire.

Governor's agreed they would endeavour to have a least one governor attend future meetings of the Parent Forum.

All

Page 4 – Website – Jill Hogan said the school was in the process of building a new web-site. Following a thorough tender process a contract to advise on this work had been awarded to a company called 'e for Education'. A meeting had already been held with representatives from this company on how best to build the website to ensure it can be easily be accessed by all, especially parents. Jill Hogan said the new site would be more visual and values led. There was still some work to be done but it was hoped the new site would be ready early in the new year. There would be an update to the next meeting of the Governing Body.

The Governing Body thanked Jill Hogan for her work and for representing the FGB on this project.

Jill Hogan

Page 5 – Car park and new Gates System – Wendy Skinner said the original quote to change the gate system had increased by an estimated £5.4k over the original figure of £12,000. This was because the Baptist Church wished the new gates to be sited across 'the neck' of the car park leaving unrestricted access to the church car park. It had already been made clear to the church that it would have to take responsibility for this additional expenditure but so far there had been no money forthcoming. KCC as the landlord for both the school and the church had said it would fund the scheme and then take the contribution from the church in instalments. It was hoped the new gates would be operational by the end of January 2018.

SIGNED

W Jansard

Page 5 of 11

DATED

19/03/2018

	<p>Governors noted and supported the actions of the Headteacher.</p> <p>Page 5 – Personal Development, Welfare and Safety – Wendy Skinner said there had been two fixed term exclusions since her last report. Both were for 0.5-day period and the parents of both pupils had attended reintegration meetings where future behaviour expectations had been discussed and agreed.</p> <p>Page 5 – Health and Safety – Wendy Skinner said a fire drill had taken place on 5 October and that had raised no issues. A Health and Safety inspection had taken place on 12 October 2017 and all staff had been sent a copy of the findings, with clear dates by when issues had to be addressed. KCC as the landlord was being pressed to pay for repairs needed to some of the emergency lighting. A copy of the Health and Safety report was circulated to Governors.</p> <p>Page 6 – Pupil Voice – Under the leadership of Mr Ware the School Council had written its own version of the Pupil School Development Plan. This Plan identified actions and activities they felt would further support the school’s priorities and had been published on the web-site.</p> <p>Page 6 – Senior Leadership Pupil Team – a SLPT has been established with representatives from across the school. The Team’s role will be to actively monitor the pupils’ SDP priorities and provide feedback to the School Council every term.</p> <p>Governors’ thanked the Headteacher for her comprehensive report on which they had no further questions other than those which had been asked during the course of discussion or which had been in writing prior to the meeting. For ease of reference a copy of those questions together with the answers of the Headteacher are set out in the Appendix to these Minutes.</p>	<p>HT</p> <p>All to note</p>
<p>12</p>	<p>Curriculum Governors received reports covering the following areas:</p> <p>Report from the Curriculum Leaders – this covered the 5 agreed areas for development, these being:</p> <ul style="list-style-type: none"> • Organise ‘Enrichment’ activities for all pupils • Create a suitable assessment system across all foundation subjects • Ensure school curriculum maps represent a broad and balanced curriculum and are used to inform planning. • The school’s curriculum policy is agreed and used by all staff and governors 	

<p>13</p>	<p>Committee Updates The meeting received the Minutes and updates from the following meetings:</p> <p>Finance & Resources Committee – 12 October 2017 Strategy Committee – 16 November 2017.</p> <p>Laurel Townend said she wanted to see items for discussion at FGB meetings to be more strategy led in nature. She said she believed the committees needed to be the vehicles for Governors to undertake detailed discussion and to challenge and scrutinise matters relevant to that committee.</p>	<p>All</p>
<p>14</p>	<p>Governor Feedback on Training and Visit Reports</p> <p>Governor Reports - The meeting had before it the currently available Governor monitoring reports. These reports covered Safeguarding, High Pupil Achievement (Priority 4 – Ambitious and Aspirational Leadership), Pupil Voice, Maths, Term 2 Review of the School Development Plan, Health and Safety and monitoring progress against the SPAG targets.</p> <p>The Governor monitoring report for EYFS would be submitted following the completion of Term 2.</p> <p>Governor Action Plan - David Stead said the Governor Action Plan which he maintained captured details of all training and monitoring undertaken by Governors but keeping it up to date relied on governors advising him of when they had undertaken a monitoring visit or training event.</p> <p>It was agreed all Governors would be pro-active in submitting their own personal Self Monitoring Record (SMR) to David Stead at the end of terms 2, 4 and 6 to ensure an accurate update of the GAP. Reminders would be sent for each submission.</p> <p>Governors would consider at their next meeting whether to adopt the pro-forma for governor monitoring visits taken from the NGA Good Practice Guide.</p> <p>Governor Links - some areas of school life needed to have an allocated Governor and therefore it was agreed as follows:</p> <p>Pupil Voice: – Debbie Feast (<i>Debbie also has responsibility for RRSA and attendance monitoring</i>) Pupil Premium - Nadia Pennell (Lead) with Debbie Feast (attendance) and Nicola McLeish (data) English – Rhia Davis (temporarily in lieu of JH)</p>	<p>All</p> <p>All to note</p>

- Raise the profile of foundation subjects and targeted high quality CPD and in-house training issues.

Maths – the focus since the start of the academic year had been on introducing a new approach to teaching mathematics across the school. This approach teaches in blocks allowing pupils to have a deeper understanding of a concept before moving on. It also helps pupils with reasoning and problem solving. The lesson structure for teaching maths had been adapted to include daily practice of times tables and key fluency skills to enable pupils to become more confident and fluent when using mental maths.

English – this report highlighted the actions being taken to monitor and improve levels of english and literacy. This included the school having copies of Head start Spelling Workbooks; ensuring book monitoring feedback was given effectively and promptly, with action plans. Action was also being taken to ensure pupils were responding to any pink comments in their books and that teachers were posing appropriate challenges. Teachers were also challenging more able pupils and ensuring that planning included TA activity and expectations were monitored consistently.

SEND – The school currently had 6 pupils in receipt of High Needs Funding. Two applications were pending approval and one further application was due to be made for a child with EHCP. In term 6 the school had worked on the criteria for placing a child on the SEND register. David Ware had liaised with other primary schools to ensure children deserving of being on the SEN register are included. This should not include only cognition and attainment, and therefore the % of SEN pupils meeting 'expected' could increase in the future.

Pupil Premium – specific families had attended meetings and as part of these families had been offered places at breakfast club. Three families had taken up places which either been fully, or part funded. Term 2 data would indicate whether the attendance of the pupils had impacted on their attainment and progress.

Sports – This report covered a range of activities and actions the school was taking in order to encourage and support pupils to participate in a number of sports. Actions being taken included ensuring a greater number of PP pupils participated attended sports clubs. The school was also promoting athletics and looking for coaches who could help with running classes. New sports kit was to be purchased for teams representing the school.

Governors welcomed these reports and fully supported the actions being taken.

SIGNED

W. James

Page 7 of 11

DATED

19/3/2018

19	Confidentiality Governors decided that there were three matters discussed at the meeting which should be subject to a separate confidential minute.	
20	Date of Next Meeting – Monday 19 March 2018 at the School commencing at 4.00 PM. The meeting finished at 6.15 PM	All to note

ACTION POINTS

Agenda Item	ACTION	By whom
6	Student Voice – Report to next meeting	HT
7	Membership - Appointment of Governors – nominations for a co-opted and LA appointed governors. Update to next meeting. Governors were reminded of the need to ensure they had signed the Governor Code of Conduct, completed a Declaration of Interests form, and had or already had applied for a DBC certificate.	LT/JH All
8	Governing Body and Committee Structure – Health and Safety matters to be reported directly to FGB. Review Terms of Reference – review to see if any changes need to be made to reflect agreed changes to committee structure.	HT LT/Clerk
9	Head Teachers Report – Parent Forum - Governors to endeavour to have a least one of them to attend future meetings of the Parent Forum. Website – update to next meeting of FGB.	All JH
11	Governors need to go onto Governor hub to check that all their details are correct.	All
14	Governor Reports – EYFS – report to be submitted to next meeting of FGB. Monitoring Forms - FGB at its next meeting to consider adopting the NGA pro-forma.	Governor/HT Co-Chair/Clerk
14	Appointment of an Equalities Governor – Co- Chairs to consider whether there is a need to have an equalities governor and report to next meeting.	Co-Chairs
14		All

SIGNED

W. Dawood

Page 10 of 11

DATED

19/3/2018

	<p>Early Years – Nadia Pennell would undertake the December visits in lieu of JH.</p> <p>The Co-Chairs would review whether there was a need to have a Governor responsible for equalities and report to the next meeting.</p> <p>NOTE: 5.30 PM - Mr John Bateson-Cooper left the meeting</p>	Co-Chairs
15	<p>Policies for Review Governors had before them the following policies</p> <ul style="list-style-type: none"> • Assessment Policy • Complaints Policy • Curriculum Policy • EYFS • Governor Allowances Policy. <p>These policies had been previously circulated and discussed and Governors had no further comments to make. Governors therefore approved these Policies as presented.</p> <p>Governors also noted that the following policies had been scrutinised as follows:</p> <p>Resources Committee Appraisal Charging and Remissions Lettings Managing Allegations</p> <p>Strategy Committee Freedom of Information Data Protection</p>	Governors/HT
16	<p>School Website/Edubase (GIAS) It was reported that Edubase had been replaced by a more up to date system called Getting Information About Schools (GIAS). Laurel Townend said she would check that the new site was up to date as far as Brunswick House was concerned.</p>	LT
17	<p>Chair's Report. An update on a request for KCC to provide some additional Higher-Level Funding is dealt with in more detail In the Confidential Minutes for this meeting.</p>	
18	<p>Any other Business None</p>	

SIGNED W Townend Page 9 of 11

DATED 19/3/2018

	Governor Action Plan - It was agreed all Governors would be pro-active in submitting their own Self Monitoring Report to David Stead at the end of Terms 2,4 and 6.	
16	School Website/GIAS – Laurel Townend to check that the GIAS site was up to date as far as Brunswick House is concerned	LT
17	Chair's report – Complaint Panel – provide an update to next meeting High Level Funding - update to next meeting	ED LT/JBC

SIGNED

W. Diamond

Page 11 of 11

DATED

19/3/2018



Brunswick House Primary School

CONFIDENTIAL MINUTES OF A MEETING OF THE FULL GOVERNING BODY
HELD ON MONDAY 11 DECEMBER 2017

	Subject	Action
	<p>Governor Complaint Panel A Governor Panel had been appointed to hear a complaint from a parent that claimed Governors had legally failed to use their best endeavours to make adequate provision within school for her child. The Panel would be chaired by Ellie Dunnet who would be joined by Rhia Davis and David Stead. An oral report on the outcomes would be given at the next meeting of the FGB.</p> <p>Staffing Governors noted a report by the Headteacher on staff absences and cover.</p>	ED
	<p>Chair's Report – Higher Level Funding Laurel Townend reported that the school had taken up with KCC the its case for an increase in Higher Level Funding to support a pupil who had only been at the school a short while. She had supported the school with a supporting letter in her capacity as a Co-Chair. Chair, but the application had been refused. Jill Hogan expressed her concern at the situation and proposed that the co-chairs should write again to the Area Education Officer on behalf of Governors. Governors agreed this should be done. .</p>	LT/JH

W. J. J. J.
W J J J 19/3/2018

