

Brunswick House School
Minutes of the Full Governing Body Meeting
Held on Monday 22 May 2017 at 3.45pm

Present: John Bateson-Cooper (Co-Chair), Wendy Skinner (Head), Ellie Dunnet (Co-opted), Jill Hogan (Vice Chair), Fawad Mughal (Parent Governor), and Nicola McLeish (Parent Governor).

In attendance: Stephanie Thurkle (KCC Clerking Service), Clare Fullagar (DHT), and David Ware (DHT/SENCO).

Meeting started at 15:50.

Although some items were discussed out of sequence, minutes reflect agenda running order.

		Action		
1.	<p>Welcome and apologies for absence Apologies had been received from Liz Clarke (appointment), Dilys Foster (Holiday), David Stead (Holiday), Laurel Townend (Holiday), Naomi Mercer (unwell), Fawad Mughal (late) and Ellie Dunnet (late) were received and accepted.</p> <p>Governors agreed that the meeting was not quorate and will discuss the items that do not require a decision until the arrival of Fawad Mughal and Ellie Dunnet.</p>			
2.	<p>Declaration of Business Interest John Bateson-Cooper declared that he works as an electrician. There were no declarations of business interest relating to any items on the agenda.</p>			
3.	<p>Minutes of previous meeting</p>			
3.1	<p>The minutes of the meeting held on Monday 20 March 2017 were received and signed by the Co-Chair as a true copy, subject to one manual amendment. Governors discussed with the Clerk how their questions were included in the minutes. ACTION: To place a signed copy of the minutes (Part A and Part B) on the file in the school. FM arrived at 16:05.</p>	Clerk		
3.2	<p>Update on agreed actions The following actions remain outstanding:</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 10%;">9.1</td> <td>LT to update the Meeting Schedule 2016/17 and Clerk to share via GVO.</td> </tr> </table> <p>The following updates were given:</p> <p>Item 3.2 (5. b) – Safeguarding folder was being shared with governors. Item 3.2 (6.3b) – to arrange meeting to discuss Enterprise Week. Item 3.2 (9) – To consult in Term 6 with stakeholders and other schools. To be delivered in Term 1. Item 5 – the data training session had taken place before the meeting. JBC/JH/NMcL had all been in attendance. They all agreed that the session had been very understandable. DHT and NMcL to meet week 2 of every term to discuss. Item 7 – Note of Visit saved to GVO. Governors discussed monitoring and the need to share with the School Improvement Adviser. Chair meeting with Area Governance Officer on 19 June 2017. Item 9.1 – Timetable emailed to the Clerk to be uploaded to GVO. Item 9.3 – New governors to share pen portraits with the Clerk for the website. Item 12 – Policy grid nearing completion. Policy grid on September agenda. Head responsible for updating the policies and the delegation. Action: Policy grid on agenda for FGB Term 1 2017/18. Item 13 – Governors sharing training lists and emails. Training and Development governor to be more specific when notifying governors of training focus. Governors asked to feedback on action points picked up from training sessions. To go on the Training and Development Committee agenda. Item 14.1 – Terms of Reference to be cross referenced and circulated in Term 6. Item 16 – New head students will be elected in Term 6.</p>	9.1	LT to update the Meeting Schedule 2016/17 and Clerk to share via GVO.	<p>LT/Clerk</p> <p>Clerk</p>
9.1	LT to update the Meeting Schedule 2016/17 and Clerk to share via GVO.			
3.3	<p>Matters arising not covered by this agenda None.</p>			

Initials _____

4.	Election of Co-Chairs	
4.1	<p>Self-nominations had previously been requested with a closing date no later than two weeks before the FGB meeting as agreed in the Terms of Reference.</p> <p>a. Laurel Townend (LT) – governors noted that the meeting was quorate. After discussion and a vote, the governing body AGREED the appointment of LT as Co-chair.</p> <p>b. John Bateson-Cooper (JBC) – governors noted the meeting was not quorate. Governors sought advice from the Area Governance Officer and AGREED that John Bateson-Cooper will continue as Co-chair, and a vote will take place at the next FGB meeting to be held on 10 July 2017.</p> <p>Action: Governing body to confirm appointment of John Bateson-Cooper as Co-Chair at the FGB meeting on 10 July 2017. Clerk to update records on CPD for Laurel Townend.</p>	GB
5.	Membership	
5.1	<p><u>Election of Staff Governor</u></p> <p>The governing body was advised that the term of office for the current staff governor was due to end on 12 July 2017.</p> <p>Action: Staff governor election to take place so that the staff governor was appointed for the 13 July 2017.</p>	HT
5.2	<p><u>Re-appoint Co-opted governor – John Bateson-Cooper</u></p> <p>The term of office for John Bateson-Cooper was due to end on 14 July 2017. As the meeting was not quorate, the re-appointment will take place at the next FGB meeting on 10 July 2017.</p> <p>Action: Re-appointment of JBC/Co-opted governor to be approved at the FGB meeting in Term 6.</p>	Clerk
5.3	<p><u>Resignations and vacancies</u></p> <p>The Chair advised the governing body of the resignation of Julia Baxter, sharing the content of her resignation with the governing body.</p> <p>Action: Clerk to update CPD with the resignation of Julia Baxter.</p> <p>There will now be a Co-opted governor vacancy. The Vice Chair advised that she was in contact with a local company, and a meeting was to be arranged for the Vice Chair and Head to meet with a member of staff from the company who may be willing to become a governor.</p>	Clerk
6.	<p>Headteacher's Update</p> <p>The Headteacher's Update and the Note of Visit (23 March 2017), had previously been shared with the governing body.</p> <p>The governing body discussed the update as follows:</p> <p>a. Confidential Item to be minuted separately.</p> <p>b. Pupil Admissions 2017</p> <p>The Head shared the number of first choices received this year. Governors discussed if the Requires Improvement (RI) rating had affected the number of applications; the number of siblings receiving a place; the size of the catchment area due to the number of new houses being built in the area and the positive comments received from parents.</p> <p>c. SATs 2017</p> <p>A governor asked: Any comeback about the leaking of questions on social media? None.</p> <p>d. Parent Teacher Association (PTA)</p> <p>The governing body was asked by the Head, if they could attend future events as a team to break down the barriers, as it was expectation that governor's will be present.</p> <p>e. Collaboration</p> <p>A governor asked: Can you let us know a little more about what the collaboration with the neighbouring schools will focus on, and what impact might be expected? The Head advised that the collaboration was to share ideas, best practice and give support. The collaboration was currently looking at How English and Maths were</p>	

	<p>led, and moderation. A list of the schools in the collaboration was shared and staff involved.</p> <p>f. Budget</p> <p>The governing body was advised that the budget process had been completed on time and with a healthy balance. The Headteacher gave an overview of the process and the identification of the issues addressed. 3-year budget to be approved at Item 9.2.</p> <p>4:50 – ED arrived and now quorate.</p> <p>g. Attendance</p> <p>A governor asked: Were there any national attendance figures broken down by groups with which to compare our figures? It was noted that out Pupil Premium and Summer born groups are, given their significant numbers, largely the ones who bring our attendance down, and wondered whether it was known if the national picture reflected the same pattern? The Head advised that no there was not a breakdown for the school or a national figure for summer born. The following figures were available for 15/16:</p> <table border="1" data-bbox="304 703 1273 1162"> <thead> <tr> <th>Pupils</th> <th>National figure 2016</th> <th>Brunswick Current</th> </tr> </thead> <tbody> <tr> <td>Pupil Premium attendance</td> <td>93%</td> <td>95.7%</td> </tr> <tr> <td>Pupil Premium Persistent absence</td> <td>21.6%</td> <td>10%</td> </tr> <tr> <td>SEN attendance</td> <td>92.3%</td> <td>96.1%</td> </tr> <tr> <td>SEN Persistent absence</td> <td>22.6%</td> <td>3%</td> </tr> </tbody> </table> <p>h. Sport Premium</p> <p>DHT (CF) to meet with the governor responsible for sport.</p> <p>Action: CF and NMcL to meet to discuss sports premium.</p> <p>i. Confidential item to be minuted separately.</p>	Pupils	National figure 2016	Brunswick Current	Pupil Premium attendance	93%	95.7%	Pupil Premium Persistent absence	21.6%	10%	SEN attendance	92.3%	96.1%	SEN Persistent absence	22.6%	3%	CF/NMcL
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6.1	<p><u>Staff Update including absence monitoring</u></p> <p>Included in the Headteacher's report.</p>																
6.2	<p><u>Health and Safety update</u></p> <p>The next Health and Safety walk round was scheduled to take place on Friday 23 June.</p>																
7.	<p>Performance Management</p> <p>The governing body discussed the members of the HT Performance Management as there had been changes to the membership of the governing body. The governing body agreed that Laurel Townend and Naomi Mercer will join Dilys Foster as members of the group.</p> <p>Action: Membership of the Headteacher's Performance Management Group to be updated in the terms of reference.</p>	Co-Chair															
8.	<p>School Development Plan (SDP) and Self-evaluation form (SEF) review</p>																
8.1	<p><u>Self-evaluation form (SEF) review updated with end of term 4 data analysis</u></p> <p>The School Self-Evaluation Executive Summary and the end of term 4 data analysis had previously been shared with the governing body.</p> <p>At the request of the Headteacher, the governing body AGREED, that DS was to be the linked governor for the SEF.</p>																

Initials _____

	Action: HT to contact DS to invite him to the SLT meeting in Term 6.	HT/DS																		
8.2	<p><u>Receive governor monitoring reports linked to the School Development Plan</u></p> <p>Governors had shared the following monitoring reports before the meeting:</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Purpose of Visit</th> <th>Governor</th> </tr> </thead> <tbody> <tr> <td>14/03/17</td> <td>To monitor the EYFS Action Plan in the SDP</td> <td>Jill Hogan</td> </tr> <tr> <td>17/03/17</td> <td>Higher Achievers</td> <td>Laurel Townend</td> </tr> <tr> <td>17/03/17</td> <td>Pupil Voice</td> <td>Liz Clarke</td> </tr> <tr> <td>21/03/17</td> <td>Book Scrutiny – English</td> <td>Dilys Foster</td> </tr> <tr> <td>27/03/17</td> <td>Safeguarding – to monitor progress towards achieving the actions as identified in the school’s Development Action Plan and SEF</td> <td>Dilys Foster</td> </tr> </tbody> </table> <p>The Head advised the governing body that the SDP was due to be updated in July 2017 and will be RAG (Red, Amber, Green) rated as advised at the recent Inspection review.</p> <p>The Data Review end of Term 4 2017 had been shared with the governing body. The data was showed that the school was on track except for Higher Achievers. The governing body was advised that Higher Achievers will be further monitored through books.</p> <p>Action: Governors to follow up the actions from the monitoring reports submitted.</p>	Date	Purpose of Visit	Governor	14/03/17	To monitor the EYFS Action Plan in the SDP	Jill Hogan	17/03/17	Higher Achievers	Laurel Townend	17/03/17	Pupil Voice	Liz Clarke	21/03/17	Book Scrutiny – English	Dilys Foster	27/03/17	Safeguarding – to monitor progress towards achieving the actions as identified in the school’s Development Action Plan and SEF	Dilys Foster	Governors
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8.3	<p><u>Governance Action Plan Review</u></p> <p>The ‘Governor Action plan - Next Steps’ document had previously been shared with the governing body. The governor responsible for the plan was not in attendance.</p> <p>Action: Update on the Governance Action Plan Review to be given at the FGB meeting in Term 6.</p>	DS																		
9.	Finance and Personnel																			
9.1	<p><u>Finance Monitoring Report (Year-end)</u></p> <p>The year outturn for 16/17 was a £4.5k surplus.</p>																			
9.2	<p><u>3-Year Budget – Approval</u></p> <p>The Budget Forecast by CFR level for the financial years 2017/18 to 2019/20 had previously been shared with the governing body.</p> <p>The Chair of the Resources shared the proposed 3-year budget as reviewed by the committee as follows:</p> <p>For 2017/18 the cumulative revenue balance carried forward will be £23.4k.</p> <p>For 2018/19 the cumulative revenue balance carried forward will be £45k.</p> <p>For 2019/20 the cumulative revenue balance carried forward will be £7.8k.</p> <p>After discussion, the governing body AGREED the 3-year budget.</p>																			
9.3	<p><u>Voluntary Fund</u></p> <p>The Chair of the Resources Committee gave the governing body an update of the problems encountered in trying to manage the fund. New signatories will be set up and the first transaction will trigger a statement. The chair is awaiting a response from the bank for how to make a transaction without a cheque book.</p>																			
10.	<p>Safeguarding</p> <p>The monitoring report from the Safeguarding governing had previously been shared under Item 8.2.</p>																			
11.	Committee Feedback																			
11.1	<p><u>Strategy Team</u></p> <p>The Chair of the Strategy Team shared the following:</p>																			

	<ul style="list-style-type: none"> Next meeting was to take place on 19 June 2017 Meeting with Julia Durcan – Area Governance Officer – after discussion Governors agreed the Chair should go prepared with an agenda, to get the most out of the support being offered. <p>Action: JH/JBC to meet to set the agenda for the meeting with the Area Governance Officer.</p>	JH/JBC
11.2	<p><u>Learning and Development</u></p> <p>The draft minutes for the meetings held on Friday 24 March and Tuesday 2 May 2017, had previously been shared with the governing body.</p>	
12.	<p>Policy/Document Approval</p> <p>The following policies had previously been shared with the governing body:</p> <ul style="list-style-type: none"> Code of Conduct Teaching and Learning Policy Middle Leaders Policy <p>After discussion about the review process, the governing body AGREED the above policies.</p>	
13.	<p>Governor Training</p> <p>Discussed under Item 3.1. Training dates had been shared with the governing body.</p> <p>Action: Staff governor to complete Training and Development governor training.</p>	LC
14.	<p>Governing Body (GB) matters</p>	
14.1	<p><u>Terms of Reference – Two Teams model</u></p> <p>The Chair gave the governing body an update on the Terms of Reference.</p> <p>Action: Standing item for the election of Co-Chairs to be included in the terms of reference.</p> <p>Action: Final version of the ToR – two teams model to be shared with the governing body.</p>	JBC JBC/Clerk
15.	<p>Co-Chairs Report</p> <p>The Chair advised that he was in receipt of the response about school places from the Member of Parliament (MP) Helen Grant.</p>	
16.	<p>Any other Urgent business</p>	
16.1	<p><u>Governors Newsletter</u></p> <p>The governing body discussed the content and audience of the newsletter agreeing the following was to be included: Engagement with stakeholders; information for Parents Afternoon; Introduction to new governors; pupil voice; monitoring and operational update.</p> <p>Action: Plan of newsletter to be shared, and final version of the newsletter to be agreed at the FGB meeting on 10 July 2017.</p>	JH
17.	<p>Confidentiality</p> <p>The Governing Body agreed that the Headteacher’s Report, Note of Visit, and items 6.a & 6. h will be treated as confidential and minuted separately.</p>	
18.	<p>Date of next meeting</p> <p>The governing body agreed that the next meeting will take place:</p> <ul style="list-style-type: none"> Term 6 – 10 July 2017 	

Meeting finished at 18:15.

Signed _____

Dated _____

Initials _____

Brunswick House Primary FGB Minutes 22 May 2017

Chair of Governors

Action summary			
3.1	To place a signed copy of the minutes (Part A and Part B) on the file in the school.		Clerk
3.2	9.1	LT to update the Meeting Schedule 2016/17 and Clerk to share via GVO.	LT/Clerk
	Policy grid on agenda for FGB Term 1 2017/18.		Clerk
4.1	Governing body to confirm appointment of John Bateson-Cooper as Co-Chair at the FGB meeting on 10 July 2017. Clerk to update records on CPD.		GB
5.1	Staff governor election to take place so that the staff governor was appointed from the 13 July 2017.		HT
5.2	Re-appointment of JBC/Co-opted governor to be approved at the FGB meeting in Term 6.		GB
5.3	Clerk to update CPD with the resignation of Julia Baxter.		Clerk
6. h	DHT (CF) and Sports Governor to meet to discuss sports premium.		DHT (CF)/NMCL
7.	Membership of the Headteacher's Performance Management Group to be updated in the terms of reference.		Co-Chair
8.1	HT to contact DS to invite him to the SLT meeting in Term 6.		HT
8.2	Governors to follow up the actions from the monitoring reports submitted.		Governors
8.3	Update on the Governance Action Plan Review to be given at the FGB meeting in Term 6.		DS
11.1	JH/JBC to meet to set the agenda for the meeting with the Area Governance Officer.		JH/JBC
13.	Staff governor to complete Training and Development governor training.		Staff Governor
14.1	a.	Standing item for the election of Co-Chairs to be included in the terms of reference.	JBC
	b.	Final version of the ToR – two teams model to be shared with the governing body.	JBC/Clerk
16.1	Plan of newsletter to be shared, and final version of the newsletter to be agreed at the FGB meeting on 10 July 2017.		JH/