

## Brunswick House Primary School

### MINUTES OF A Meeting OF THE FULL GOVERNING BODY HELD ON MONDAY 19 MARCH 2018

The meeting commenced at 4.00 pm

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

**Also, present:** Clare Fullagar (Deputy Headteacher), David Ware (Deputy Headteacher), Geoff Mills (Clerk)

The meeting commenced at 4.00 PM

Item	Main discussions	Action by
	<b>The meeting was quorate.</b>	
1.	<p><b>Welcome and apologies</b></p> <p>The Chair welcomed everyone to the meeting for which there were no apologies.</p>	
2.	<p><b>Declaration of Business Interests</b></p> <p>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><b>Student Voice</b></p> <p>(i) The Chair welcomed Millie, the school's Head Girl and Bobby, the school's Head Boy to the meeting and asked them to put their views and thoughts to governors.</p> <p>(ii) Bobby said pupils wanted changes made in and around the playground. He said they wanted the playground to be upgraded with new equipment and a vegetable patch created. He said he hoped the school could also have an eco-greenhouse together with a pond and a space for reading. He also said he thought it would be a good idea for the school to organise talent shows.</p> <p>(iii) Millie said she was looking forward to working with the PTA in order to help raise funds for the school. She hoped the school would be able to organise a musical theatre event and arrange dance shows. She also hoped the school could have an outside space which could be used for acting and reading.</p> <p>(iv) In answer to questions from Governor's regarding their meeting with the Ofsted inspectors Mille said she found it nice to be asked her views and told the Inspector how safe the school was and how</p>	

	<p>everyone had a chance to participate in school activities. Bobby say said they were also able to say that the school was safe and did not tolerate bullying and that they were taught how to stay safe on the internet. He said they were also able to speak about school activities such as arts week and sports day.</p> <p>(v) Governors said the feedback given to them from the Ofsted Inspectors was how impressed they had been with the way Millie and Bobby had engaged with them and had spoken about their school and how good it was at listening to its pupils.</p> <p>(vi) Governors then asked Bobby and Millie why they had wanted to put themselves forward to be Head Girl and Boy. Millie said she had spoken at a meeting with other pupils and asked them for their support. Bobby said he had wanted to play a part in making the school better. He also said that as Head Boy and Head Girl they had to make sure they did not take sides and treat everyone equally.</p> <p>(vii) In answer to a question from the Chair Bobby said he and Millie would do all they could to help the new Head Boy and Girl and help then take forward ideas such as that for the adventure playground.</p> <p><b>(viii) In summing up Governors spoke about how impressed they had been with the way Millie and Bobby had conducted themselves and represented the values of the school. The Chair thanked Millie and Bobby on behalf of all governors for attending the meeting and for speaking so well, not only to Governors but also to the Ofsted Inspectors.</b></p>	
<b>4.</b>	<b>Minutes of the meeting held on 25 September 2017</b>	
4.1	The minutes of the meeting held on 25 September 2017 were approved and signed by the Chair as a true record.	Clerk
4.2	<p><b>Matters and actions arising from the last meeting</b></p> <p>(i) <b>Membership of the Governing Body</b> - Jill Hogan reported that as no one from Brachers or either the local football or rugby club had come forward the school still needed to find two people in order to complete its full complement of governors. Following discussion it was agreed that a letter should be sent to all parents asking them if they knew someone with either an HR, sports or trade background who would be willing to serve as a governor. Jill Hogan agreed to draft the letter which once agreed would be circulated to parents via parentmail.</p> <p>(ii) <b>Committee Structure</b> – Governors agreed that as this work did not need to be completed until later in the year there was nothing for FGB to do at this time other than to ask the</p>	JH

	<p>Finance and Resources and the Learning and Development committees to consider their terms of reference at their next meetings.</p> <p>(iii) It was confirmed Governors were now being invited to attend parent meetings. The next meeting was taking place on 4 May 2018.</p> <p>(iv) <b>Governor hub</b> – the Chair reminded all governors of the need to check their details on Governor hub and to update them as necessary.</p> <p>(v) <b>Governor Monitoring Forms</b> – everyone said they were happy with the new format. The Head teacher said she would re-send a copy to all governors.</p> <p>(vi) <b>The EYS</b> - has been completed</p> <p>(vii) <b>Equalities Governor</b> - FGB agreed this role should be incorporated with the responsibilities for safeguarding, for which Ellie Dunnett was the lead.</p> <p>(viii) <b>GAP</b> – noted</p> <p>(xi) <b>Complaint Panel</b> – the feedback from Ellie Dunnett was noted.</p> <p>(xii) <b>Higher Level Funding</b> – this has now been resolved.</p>	<p>relevant chairs and clerk</p> <p>HT</p> <p>All</p> <p>ED</p> <p>ED</p> <p>LT</p>
	<p><b>4.3</b> The confidential minutes of the meeting held on 25 September 2017 were agreed and signed by the Chair as a true record.</p>	<p>Clerk</p>
<p><b>5.</b></p>	<p><b>School Compliance and Risk Assessment Visit</b></p> <p>Governors considered this report which had been compiled by the Schools Financial Services of KCC.</p> <p>They noted its recommendations and findings and particularly agreed as follows:</p> <p>(i) Recommendation 1 - SFVS – the Governing Body noted and agreed the required action set out in recommendation 1- the Governing Body should ensure that all the recommendations in the report are actioned by the school management.</p> <p>(ii) Recommendation 2 - FGB agreed the Benchmarking for 2017 and the 9-month monitoring report should be signed in retrospection.</p> <p>(iii) Recommendation 3 - FGB agreed that the terms of reference for the Finance and Resources Committee and how they now fitted with the Finance Policy should be reviewed by that Committee at its next meeting with a report being submitted to a future meeting of the FGB. The maximum amount of cash that should be held within the school should not exceed £500.00.</p> <p>(iv) Recommendation 4 – The SFVS for 2018 be signed off.</p>	<p>All</p> <p>HT/Bursar</p> <p>HT/Bursar</p> <p>HT/Bursar</p>

	<p>(v) Recommendation 9 – The Headteacher reported the new Fire assessment had now been completed and would be reported to the next meeting of the Finance and Resources Committee.</p> <p>(vi) The Headteacher said overall, she considered this report to be a good reflection of the school’s financial controls and health and safety checks.</p> <p><b>Governors then placed record their thanks to Rachel West who had undertaken a considerable amount of work to ensure KCC had been provided with all the paperwork necessary for it to prepare this report.</b></p>	HT/Bursar
6	<p><b>Rights Respecting School Award – Power Point Presentation.</b></p> <p>(i) Catherine Kitchen gave a presentation on the Rights Respecting Schools Awards which were being run across the UK under the auspices of the United Nations (<i>UNICEF</i>) Convention on the Rights of the Child.</p> <p>(ii) The awards are divided into 3 categories these being gold, silver and bronze. The school already had the bronze award and was now working to achieve silver.</p> <p>(iii) The awards encouraged schools to develop curriculum links across the school community which supported the principles of the UN Convention on the Rights of the Child.</p> <p>(iv) Within Brunswick House an RRSA Steering Group had been formed comprising of pupils, teaching staff and other staff members. The Steering Group met every fortnight with the aim of raising awareness of rights across the school. Pupils take an active part by leading assemblies, promoting pupil voice and lead projects helping children in the global community.</p> <p>(v) The Steering Group also decided on projects to be undertaken within the school which showed how the school was promoting children’s rights. So far this year the school had raised money for 3 charities and co-ordinated a harvest festival. One of the next projects was to promote healthy eating in the school.</p> <p>(vi) Displays had been put up around the school which showed how they linked to the Articles in the Convention. Christine said she thought it would be a positive step if Governors were to adopt one of these Articles, such as Article 3, and to add the wording of that Article at the end of their Minutes.</p> <p>(vii) During discussion the Head teacher said adopting these principles had had a positive effect on helping pupils understand British values which in turn underpinned the values of the school. The Head teacher also said that the Ofsted Inspectors had been very impressed how the</p>	<p>CK</p> <p>CK</p>

	<p>principles of the RRSA had been linked across the work of the whole school.</p> <p>(viii) <b>Governors thanked Catherine Kitchen for her presentation and said they fully supported the school's participation in the Rights Respecting Schools programme. FGB also agreed to the suggestion that it would be appropriate to end its Minutes with the wording of an Article from the Convention. FGB therefore agreed to the suggestion of Catherine Kitchen to include at the end of each set on minutes for FGB and its committees the wording of Article 3 which says, 'The best interests of the Child must be a top priority in all actions concerning children'.</b></p>	Clerk
7	<p><b>National Online Safety Award – Stephen Fenniche.</b></p> <p>(i) Stephen Fenniche said as part of raising the profile of working safely online on the school had participated in the National Online Safety Review. The Review looked at 5 key areas these being; Online Safety Provision, Governance, Policy and Process, Communication Technologies and Infrastructure. Each of these areas were scored out 5 and overall the school had received a very positive score of 4.5. The overall summary of the Review was that <i>'the school had an excellent level of online safety and was very aware on the importance of online safety for learners, parents and staff. Staff had a good understanding of their online safety responsibilities both inside and outside of school'</i>.</p> <p>(ii) The school was now working with National Online Safety to undertake some additional training, some of which it was hoped would include parents.</p> <p>(iii) The next steps would include looking at getting more parent involvement in issues such as online safety and encouraging them to have an open dialogue with their children.</p> <p>(iv) Stephen Fenniche said moving to stage 2 of the process would see the school working with pupils on how to stay safe when gaming online and to also involve parents.</p> <p>(v) <b>Governors thanked Mr Fenniche for his presentation and for the work he had undertaken which had resulted in the school receiving such a positive review from National Online Safety. Governors particularly welcomed the initiative to involve parents more in promoting online safety.</b></p>	<p>HT/SF</p> <p>HT/SF</p>
8 (i)	<p><b>Head Teachers Report.</b></p> <p>(i) The Head teacher presented a comprehensive and wide-ranging report which included updates on staffing issues, quality of teaching, learning and assessment, pupil outcomes, leadership</p>	

<p>and management, safeguarding, website, finance, buildings and site, health and safety, personal development and outcomes arising from the excellent Ofsted report which had seen the school achieve a rating of Good.</p> <p>(ii) During the course of discussion, the Head teacher highlighted the good work being done to maintain an attendance level for all pupils of 96.4%. As discussed earlier on the agenda the school had a Compliance Inspection in February and had received a small number of actions to complete, all of which were contained within the report, The Finance and Resources Committee would be asked to discuss the report in more detail at its next meeting.</p> <p>(iii) <b>The General Data Protection Regulations</b> would come into force on 25 May 2018 and the Head teacher outlined the actions she was taking to ensure the school would be compliant by that date. David Ware and Rachel West would be attending appropriate training which they would cascade that down to other members of staff. Rachel West would become the schools Data Officer and in addition the school would also be buying into the SPS package and portal and that would provide the school with a GDPR controller. Parents would be informed in Term 5 of any changes the school may need to introduce and staff would receive updates at staff meetings.</p> <p>(iv) <b>Governors said this was an important issue and welcomed the measures which had so far been taken to ensure compliance. There was a question as to whether Governors needed to have any formal training and they agreed this was something that should be discussed at the next FGB as part of an update on how implementation of the Regulations were progressing.</b></p> <p>(v) <b>Buildings and Site</b> - Although there had been one or two teething problems, the new car park gates were now in use. In answer to a question the Headteacher confirmed work on introducing the Forest School was still progressing.</p> <p>(vi) <b>Ofsted</b> – the lead inspector had particularly highlighted the strong behaviour across the school and the work being done to support disadvantaged and recently bereaved families. Ofsted had also commented on the way staff had talked clearly about important processes and who to ask. Staff also felt well equipped and receive regular training. Staff were also aware of key safeguarding issues and the need to help children stay safe online.</p> <p>(vii) The Headteacher’s answers to a written question are marked confidential.</p> <p>(vii) <b>As the Ofsted report had now been formally published Laurel Townend said now was the time to celebrate the school’s success. As part this the Head teacher said she would arrange for a banner to be displayed announcing Brunswick House was a school rated ‘Good’ by Ofsted.</b></p>	<p>HT</p> <p>HT/Bursar</p> <p>HT/Bursar</p> <p>HT</p> <p>HT</p> <p>HT</p>
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<p><b>8 (2)</b></p>	<p><b>SEND</b></p> <p>(i) David Ware presented a report which updated Governors on the continuing actions the school is taking to support its SEND pupils.</p> <p>(ii) A concern was the impending changes from 1 April 2018 to the local authority allocated Higher Needs Funding. Mr Ware presented a table which showed how these changes would have a significant impact on the school's monthly budget with the allocated funding for each child being reduced. This change was therefore going to have a significant impact and the school would be looking at the measures it may need to make to meet this funding challenge.</p> <p>(iii) In his report Mr Ware also updated Governors on the current 2017/18 pupils in receipt of High Needs Funding, the attainment results for the end of KS1 SATs 2017 and the predicted results for the end of KS2 SATs 2017. With regard to attendance, Mr Ware said for the children who had a personalised plan he met with their parents 3 times a year to discuss progress against agreed targets. For Children with a Statement/EHC Plan he met with the parents every 12 weeks to review provision plans. Mr Ware concluded his report by outlining the professional training staff had undertaken to meet the needs of SEN children.</p> <p><b>(iv) Governors thanked Mr Ware for his report and shared the concerns he had expressed regarding the changes to the High Needs Funding system</b></p>	<p>HT/DW</p>
<p><b>9</b></p>	<p><b>Committee Updates</b></p> <p>Governors noted for information the draft minutes from the following meetings:</p> <ul style="list-style-type: none"> <li>(i) Learning and Development Committee held on 18 January 2018</li> <li>(ii) Finance and Resources Committee – 25 January 2018.</li> </ul>	
<p><b>10</b></p>	<p><b>Governor Training</b></p> <p>Governors noted the feedback reports from those governors who had recently been on a training course.</p> <p>Laurel Townend would be obtaining information on a government funded training programme for governors and would report to a future meeting of FGB when further details were to hand.</p>	<p>LT</p>
<p><b>11</b></p>	<p><b>Governor Action Plans</b></p> <p><b>Governors confirmed the ongoing need to have a Governor Action Plan as it was an important source of evidence of the actions and monitoring which individual governors had undertaken. Therefore, Governors were reminded of the need to ensure David Stead was sent all relevant information, so he</b></p>	<p>All</p>

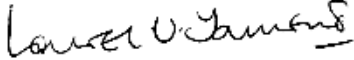
<p><b>12</b></p>	<p><b>was able to keep the GAP up to date.</b></p> <p><b>Policies</b></p> <p>(i) Finance Policy – approved (ii) Attendance Policy – approved</p>	<p>HT/Bursar</p>
<p><b>13</b></p>	<p><b>Website</b></p> <p><b>Jill Hogan reported that development of the new website continued but there were one or two elements that needed to be resolved.</b></p>	<p>JH</p>
<p><b>14</b></p>	<p><b>Report of Chair</b></p> <p>(i) Laurel Townend said that together with the Head teacher she would collate an agenda for a proposed meeting between Governors and the Parents Forum.</p> <p>(ii) Laurel Townend said she would email governors canvassing dates for a of the Strategy Committee and confirming there would be meeting of the FGB on Monday 21 May 2018 following on at 5.00 PM from the meeting of the Learning and Development Committee to approve the 2019/2020 budget.</p>	<p>LT/HT</p> <p>LT</p>
<p><b>15</b></p>	<p><b>Any other Business</b> None</p>	
<p><b>16</b></p>	<p><b>Confidentiality</b> None of matters discussed at the meeting were deemed to be confidential.</p>	
<p><b>17</b></p>	<p><b>Date of Next Meeting</b></p> <p>(i) Monday 21 May 2018 commencing at 5.00 PM – approval of budget. (ii) Monday 9 July 2018 at the School commencing at 4.00 PM.</p> <p>The meeting finished at 6.15 PM</p>	<p>All to note</p>

**ACTION POINTS**

Agenda Item	ACTION	By whom
4 (2) (i)	Membership of Governing Body – letter to be drafted and sent to parents.	JH/HT



5.	HT and Bursar to take forward approved actions	HT/Bursar
6.	Wording of Article 3 of the Convention on the Rights of the Child to added at the end of each set of minutes for FGB and its Committees.	Clerk
7.	National Online Safety Awards – approved actions to be taken forward.	HT/SF
8.	(i) FGB to discuss at next meeting whether Governors should have any formal training on the implementation of the GDPR. (ii) Ofsted Celebration - school to commission a banner.	LT/HR HT
11.	GAP – Governors reminded of the need to ensure David Stead is sent all relevant information, so he can keep the GAP up to date.	All
13.	Website – update to next meeting.	JH
14.	(i) draft agenda for a future meeting between Governors and the Parent Forum. (ii) e mail to Governors regarding dates for a meeting of Strategy Committee to take place sometime in June and an FGB meeting on Monday 21 May 2018 commencing at 5.00 PM to approve the budget.	LT/HT LT

Signed  , L V Townend , Co-Chair

**UN Convention on the Rights of the Child.**

Article 3 - The best interests of the child must be a top priority in all actions concerning children'