

BRUNSWICK HOUSE PRIMARY SCHOOL

MINUTES OF A MEETING OF THE FULL GOVERNING BODY HELD ON THURSDAY 12 JULY 2018

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

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

The meeting commenced at 4.00 PM

Agenda Item	Main Discussion	Action
	The meeting was quorate.	
1.	Welcome and apologies The Chair welcomed everyone to the meeting for which apologies from David Stead had been received and were accepted.	
2.	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.	
3.	Election of Co-Chairs of the Full Governing Body for the Ensuing 12 Months. Jill Hogan proposed, and Debbie Feast seconded that Laurel Townend and John Bateson-Cooper be elected Co-Chairs of the Brunswick House Primary School Full Governing Body for the ensuing 12 months. Carried unanimously	Clerk
4.	Election of Vice Chair of the Full Governing Body for the Ensuing 12 Months Laurel Townend proposed and John Bateson-Cooper seconded that Jill Hogan be elected Vice-Chair of the Brunswick House Primary School Full Governing Body for the ensuing 12 months. Carried unanimously	Clerk
5.	Minutes of the meetings held on 19 March and 21 May 2018.	
5.1	Subject to a name correction in the Minutes for the meeting held on 19 March 2018, the Minutes for that meeting together with the Minutes for the meeting held on 21 May 2018 were approved and signed by the Chair as a true record.	Clerk

	5.2	<p>Matters arising.</p> <p>(i) Meeting held on 19 March 2018</p> <ul style="list-style-type: none"> • Schools Financial Value Standard - The Chair reported that KCC had subsequently requested a minor amendment which the Co-Chairs had agreed and signed off. • Governor GDPR Training – As the school already had this well covered it was agreed that there was no need for Governors to undertake any specific training. • Any known GDPR breaches were to be reported to David Ware. • The website was now up to date. • The Headteacher reported that the On-Line Safety Ambassadors had made a presentation on their work to the meeting of the Parent Forum held on 4 July 2018 and will do a further presentation at the Foundation Evening. • The Chair said there did not seem to be an immediate need to have a joint Governors/Parents meeting. The Headteacher said a Governor was in any event now attending meetings of the Parent Forum. • Jill Hogan said finding candidates with the potential to become a school governor was still proving problematic. <i>(This is discussed in more detail in paragraph 10 below)</i> • Training and Attendance Records – The Chair said there was now a Google page where Governors should upload details of their completed training courses. • There was also a page for recording attendance at meetings of the FGB which would be completed by the Clerk on a meeting by meeting basis. • Governor Individual Appraisals – All Governors were asked by the Co-Chair (LT) to complete a self-appraisal and review form and send them to her. • Governors were asked to look at the Governor Google pages and send her any views they may have on the layout etc. to the Co-Chair (LT) <p>4.30 PM Nicola McLeish joined the meeting</p>	<p>HT/Bursar</p> <p>DW</p> <p>HT</p> <p>HT</p> <p>All</p> <p>Clerk</p> <p>All</p> <p>All</p>
6.		<p>Notification of Urgent Items</p> <p>(i) Governor News Letter</p> <p>(ii) Intimate Care Policy</p> <p>(iii) Staff Questionnaire</p> <p>(iv) Pupil Questionnaire</p> <p>(v) Future clerking arrangements.</p> <p><i>(these matters are discussed in paragraph 21 below)</i></p>	

<p>7</p>	<p>Confirmation of Committee Chairs and Vice-Chairs for the ensuing 12 Months, and Committee Membership.</p> <p>(i) Strategy Committee Chair: John Bateson-Cooper Vice-Chair: Jill Hogan Membership: Laurel Townend, John Bateson-Cooper, Jill Hogan, Ellie Dunnet, Nadia Pennell and Wendy Skinner.</p> <p>To attend meetings – Leadership Team – Clare Fullagar and David Ware.</p> <p>(ii) Finance and Resources Committee Chair: Ellie Dunnet Vice-Chair: tbc Membership: Ellie Dunnet, John Bateson-Cooper, David Stead and Wendy Skinner.</p> <p>To attend meetings – Leadership Team – Clare Fullagar, David Ware and Rachel West.</p> <p>(iii) Learning and Development Committee Chair: Nadia Pennell Vice-Chair: tbc Membership: Jill Hogan, Laurel Townend, Nadia Pennell, Debbie Feast, Nicola McLeish, Wendy Skinner.</p> <p>To attend meetings – Leadership Team – Clare Fullagar and David Ware.</p> <p>Governors placed on record their thanks to Nicola McLeish for her time as the Chair of the Learning and Development Committee. Governors also thanked Ellie Dunnet for her work as Chair of the Finance and Resources Committee and Nicola Pennell for accepting the Chair of the Learning and Development Committee.</p> <p>(iv) Headteacher Appraisal Panel and Panel Hearings Laurel Townend, Jill Hogan and Ellie Dunnet</p> <p>(v) Pay Panel Laurel Townend and Ellie Dunnet</p>	
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<p>8.</p>	<p>Register of Business Interests and Governor Code of Conduct</p> <p>(i) As appropriate the Governors have renewed their declaration of interests forms. The Register of Interests would now be updated as necessary and placed on the school website.</p> <p>(ii) Governors have also signed the Governor Code of Conduct for Governing Bodies and these would be kept on file at the school.</p>	<p>Clerk</p> <p>Clerk</p>				
<p>9.</p>	<p>Terms of Reference for the Full Governing Body and its Committees and Instrument of Governance.</p> <p>(i) The Full Governing Body approved its Terms of Reference for the ensuing 12 months together with those of its standing committees and panels’.</p> <p>(ii) Governors placed on record their thanks to Laurel Townend for her work on reviewing the these terms of reference, copies of which would be placed on Governor Hub.</p> <p>(iii) The Full Governing Body also reviewed the Instrument of Governance which it had with KCC and agreed no updates required.</p>	<p>Co-Chair (LT) /Clerk</p> <p>Clerk</p>				
<p>10.</p>	<p>Meeting Dates for 2018/19</p> <p>(i) The schedule of dates for meetings of the Full Governing Body and its Committees for 2018/19 was approved. A copy would now be placed on Governor Hub and the school website. A schedule of monitoring visits would be circulated in Term 1</p> <p>(ii) Governors were asked to particularly note and attend if possible the following:</p> <ul style="list-style-type: none"> • Monday 3 September – 11.00 AM to 1.00 PM – Child Protection Training • Thursday 20 September – Governor Recruitment Open Evening – 6.00 PM to 8.00 PM. • Friday 2 November – all day – Mark Burns – Inspirational Teaching Day 	<p>Co-Chair (LT)/Clerk</p> <p>All</p>				
<p>11.</p>	<p>Governor Monitoring Responsibilities.</p> <p>Governors confirmed monitoring responsibilities as follows:</p> <table border="1" data-bbox="193 1899 1315 1939"> <tr> <td>EYFS</td> <td>The Arts</td> <td></td> <td>Jill Hogan</td> </tr> </table>	EYFS	The Arts		Jill Hogan	
EYFS	The Arts		Jill Hogan			

	English	Pupil Premium <i>(with input from ED, NMCL & DF)</i>		Nadia Pennell	
	Maths	Health & Safety		John Bateson-Cooper	
	Values Curriculum / Pupil Voice	RRSA / Curriculum	Attendance	Debbie Feast	
	Leadership incl SDP			Laurel Townend	
	Pupil Outcomes	Sport		Nicola McLeish	
	Safeguarding	Equality		Ellie Dunnet	
	SEND incl High Achievers <i>(with input where necessary from NMCL)</i>	Website		David Stead	
	Other Responsibilities				
	Pupil Questionnaire	Parent Questionnaire	Community Engagement	Jill Hogan	
	Staff Questionnaire			Laurel Townend	
	Panel Hearings (complaints, discipline, grievance etc.)	Appointed when issues arise			
	<p>Monitoring meetings: Priority will be given to statutory issues, core curriculum and SDP priorities, as highlighted (subject to adjustment when the 2018-19 SDP is agreed). Other areas may be monitored less formally, without full monitoring reports.</p> <p>A schedule of monitoring visits will be circulated in Term 1.</p>				
12.	Governor Appointments				
	<p>(i) The Vice-Chair of FGB gave an update on the actions she had been taking to recruit new governors. She had contacted several local businesses but so far none had shown interest in helping the school to find a suitable person who could be a governor. The Vice-Chair had recently attended a business breakfast meeting and generally the organisers had shown some interest in trying to help the school beyond just trying to help recruit a governor. One business person said they would be interested in coming to the school to give a talk on healthy eating and the effects of too much sugar in one's diet. Details had been passed to the school and the Deputy Headteacher said she would look to arrange for the person concerned to come to the school in September.</p>				HT
	<p>(ii) The Vice-Chair said she would continue to make all possible efforts to find suitable candidates but with the approach of the school holidays she felt that it</p>				JH

	<p>was now unlikely anything positive could be achieved before the beginning of the September school term.</p> <p>(iii) Laurel Townend said a Governor recruitment evening was being arranged at the school for Thursday 20 September starting at 6.00 PM. Invites would be sent out to parents (via parent mail) emails to business contacts and to organisations such as KCC Governor Services. Other suggestions included using the Kent Teach website, social media such as LinkedIn, posting an advert in publications such as the Downs Mail and approaching personal professional contacts.</p> <p>(iv) Governors were asked to send any further thoughts and ideas they may to Laurel Townend and Jill Hogan. Governors were also asked to put in their diaries the date of the Governor recruitment evening taking place at the school on Thursday 20 September commencing at 6.00 PM.</p>	<p>Co-Chair (LT) &JH</p> <p>All</p> <p>All</p>
13	<p>Appointments to Headteacher Appraisal Panel, Panel Hearings and Pay Panel.</p> <p>The Full Governing Body confirmed these appointments as follows:</p> <p>(i) Headteacher Appraisal Panel and Panel Hearings Laurel Townend, John Bateson-Cooper and Ellie Dunnet</p> <p>(ii) Pay Panel Laurel Townend and Ellie Dunnet</p>	
14.	<p>Reports from the latest round of Committee Meetings</p> <p>(i) Learning and Development Committee 21 May 2018 Nicola McLeish highlighted the presentation given by Hannah Morrell entitled 'Writing Across All Subjects – Planning and Assessment'. She said this programme had exciting potential and demonstrated the high quality of teaching within the school.</p> <p>(ii) Finance and Resources Committee Meetings held on 26 April and 18 May 2018 Ellie Dunnet said the key matters discussed at these meetings would be covered on the agenda for this FGB meeting.</p> <p>(iii) Strategy Committee Meeting 12 June 2018 John Bateson-Cooper said the key matters discussed at this meeting would be covered on the agenda for the FGB meeting.</p>	
15	<p>Head Teachers Report.</p> <p>(i) The Head teacher presented a comprehensive and wide-ranging report which included updates on staffing issues, quality of teaching, learning and</p>	HT

<p>assessment, pupil outcomes, leadership and management, safeguarding, website, finance, buildings and site, health and safety and personal development.</p>	
<p>(ii) Pages 1 and 2 - Governors noted the Headteachers report relating to staffing matters and the management actions she was taking to recruit three support staff for the autumn term to support pupils who would be joining the school with Higher Needs Learning requirements. .</p>	HT
<p>The Headteacher and the Co-Chair (LT) both spoke about the welcoming and supportive culture the school has towards SEND pupils but that it had to be recognised that having the right level of funding in place was a key factor to how the school was able to achieve this. The Co-Chair (LT) on behalf of the Full Governing Body placed on record her thanks to all staff in the FS Team.</p>	HT
<p>(iii) Page 3 - Music Mark - The Co-Chair (J B-C) placed on record his congratulations and thanks to Miss Feast on achieving Music Mark this term. As part of this accreditation staff would be able to access a variety of resources training courses.</p>	HT
<p>(iv) page 4 – Attendance - the current attendance rate for all pupils stood at 96.6% as of the 4 July 2018. In reply to a question, the Headteacher said the current level of pupil absence was in the main being caused by one particular child. The school had worked hard to try and engage with the parents but to no avail. The Headteacher said she expected the figures to improve by the time she submitted her next report.</p>	HT
<p>(v) Page 4 - Safeguarding – A summary of the actions which had been taken was appended to the Headteacher’s report. She highlighted that staff had received training in LGBT and she had attended the Safeguarding Conference, a summary of which was shared with SLT, DSLs and the Safeguarding governor. Changes to KCSiE were due at the end of August and the policy would be amended to reflect any changes and presented to all staff at the INSET day taking place on 3 September 2018.</p>	HT
<p>(vi) Governors were asked to note and if possible attend the school’s annual CP staff and governors training which was taking place at the school on 3 September 2018 commencing at 11am.</p>	All
<p>(vii) Page 5 – Finance and Related Matters – The Headteacher reported that following extensive research, the school had made the decision to switch providers to Best Staff Insurance, at a cost of £10,108.00. The school had originally budgeted £16,000 for this insurance cover so the difference could be set aside to help cover the shortfall from supply costs. The Headteacher also reported that a follow up visit from the Compliance Team took place on 5 July 2018 to check that all actions had been achieved. The school had been verified to be 100% compliant from a financial perspective and she thanked the Bursar for all her work on this.</p>	HT/Bursar
<p>(viii) Page 5 – Boundaries – A summary of the Term 5 Health and Safety</p>	HT

<p>Boundary and Grounds Check was appended to the Headteachers report. Jill Hogan said the hedges in and around the top gate needed cutting back as they were overhanging on to Buckland Road. The Headteacher thanked Jill Hogan for bringing this to her attention and asked that she email the Bursar with her concerns so that the matter could be properly investigated, and appropriate action taken. The Headteacher said the school had sent a letter to the Area Education Officer regarding the cost of new boundary fencing at the London Road end of the school site. The response to the school's letter said the Local Authority was unable to help, which Governors regarded as being unacceptable. It was therefore agreed a further letter be sent to KCC challenging the view expressed by the AEO and asking that KCC gives this matter urgent and appropriate attention.</p>	HT
<p>(ix) The Headteacher said that from September 2018 Miss Fullagar would be taking on responsibility for the School Council, whilst Mr Ware would be assuming the role of PP champion.</p>	Co-Chairs/HT
<p>DATA – report by Clare Fullagar</p> <p>(i) Clare Fullagar circulated a table showing targets and outcomes for the school for the period 2017/18. She said the SATS targets had only just become available and therefore had been unable to circulate them any earlier. The national figures were at this stage still just a guide and they could yet change.</p>	
<p>(ii) In response to questions from Governors, Clare Fullagar said for Brunswick House the Year 6 figures showed significant and encouraging progress. Where in other year groups the %figure was down a point or two was due to very good reasons. For example, in recent times there had been an increase in the number of pupils joining the school who had English as an additional language and over the course of the year the number of pupil premium pupils had doubled. The figures for Foundation showed that against the trend in other year groups the boys were out performing the girls.</p>	HT CF
<p>(iii) The Headteacher said Clare Fullagar was working 3-4 days over the school year in other schools as a moderator of their standards in writing. The school received payment for this work and having a moderator was of benefit to its own pupils. Therefore, in recognition of her work as a moderator the Finance and Resources Committee at its meeting on 28 June 2018 had agreed that Miss Fullagar should receive a one-off payment.</p>	HT
<p>Sports Funding – Term 6 – 2018. Governors approved the report on Sports Funding a copy of which had been previously circulated with the agenda. A copy of the report would be placed on the school website.</p>	HT
<p>Statement of Intent for Pupil Premium – 2018-2019 Governors approved the report on the Statement of Intent for Pupil Premium, a copy of which had been previously circulated with the agenda. A copy of the report would now be placed on the school website.</p>	HT

	Discussion on the Headteachers report concluded with Governors' thanking her for her comprehensive report on which they had no further questions other than those which had been asked during the course of discussion.	HT
16.	<p>Higher Level Needs Funding</p> <p>(i) David Ware said there had not be any significant changes since his report to the last meeting. Some of the updates provided by Mr Ware are covered in the confidential Minutes for this meeting.</p> <p>(ii) Mr Ware said he was pleased that there had been an improvement in attendance levels amongst PP pupils. The Co-Chair (LT) said she was pleased to see this improvement in attendance, which was good when compared with the figures nationally.</p> <p>(iii) In Term 5, a 1/2 day Inset Training day had been held which had focused on developing strategies to support staff.</p> <p>(iv) Governors thanked Mr Ware for his report and the actions taken since the last meeting of the FGB.</p>	HT/DW DW
17	<p>Pay Roll Provider</p> <p>The Full Governing Body considered a confidential report by the Bursar and agreed with the recommendation that the school should transfer its payroll to the Schools Personnel Service.</p>	HT/Bursar
18	<p>Staff Insurance Absence Cover</p> <p>This matter had been previously dealt with in the report by the Headteacher</p>	
19	<p>Governor Record Keeping and Training</p> <p>(i)Governors were reminded that they should load the details of any training they had undertaken onto the training Google page.</p> <p>(ii) The Headteacher said she would be continuing as the Governor Training Co-ordinator.</p> <p>(iii) The Headteacher reported she had attended a Safeguarding Conference.</p>	ALL
20	<p>Policies</p> <p>(i) Finance Policy - agreed subject to some minor amendments to be agreed with the Chair of the Finance and Resources Committee</p> <p>(ii) Governor Monitoring Policy – agreed. (<i>The two appendices would be placed on Governor Hub</i>)</p>	HT/Chair of F & R Clerk

	<ul style="list-style-type: none"> (iii) School Behaviour Policy - agreed (vii) Safeguarding Policy – agreed but noted that there would be some further amendments to be made. (viii) Code of Conduct – Appendix – amendments to reflect GDPR – agreed 	<p>HT</p> <p>HT</p> <p>HT</p>
21	<p>Urgent Business The Full Governing Body agreed the following items to be urgent.</p> <ul style="list-style-type: none"> (i) Governor News Letter – Governors were asked to send Laurel Townend suggestions for the next Governors newsletter. (ii) Health and Safety – Gates and Fencing – as mentioned in the Headteachers report, the response from the Area Education Office to the Schools request for funding had been far from positive. (iii) It was agreed the two Co-Chairs and the Headteacher would liaise over the terms of a suitable response and send a letter on behalf of the FGB. (iv) Intimate Care Policy - David Ware said having taken appropriate advice and guidance, an Intimate Care Policy was in the process of being drafted. In due course a copy of the policy would be circulated to Governors for any views they may have. (v) Pupil Questionnaire – Governors were asked to send Jill Hogan any thoughts they may have on questions they would want to see included. The Headteacher said she would like to see a question around how pupils perceive behaviours in and around the school and whether they feel happy with the level of feedback they get from staff. <p>Future Clerking arrangements – The Medway Governing Clerking Service was closing and being transferred to KCC. Because of this it was agreed that the Co-Chairs, the Chair of Finance and Resources and the Headteacher would look at alternative options. The implications of this closure on the future use by the school of Governor Hub would also be investigated</p>	<p>All</p> <p>Co-Chairs/HT</p> <p>DW</p> <p>ALL</p> <p>Co-Chairs /Chair of F & R and HT</p>
22	<p>Review of Meeting and Confidentiality</p> <p>The Full Governing Body agreed that it had properly dealt with all matters on the agenda for this meeting and there were no matters requiring a confidential minute.</p>	
23	<p>Date of Next Meeting</p> <p>The next meeting of the Full Governing Body is on Monday 19 November 2018 commencing at 4.00 PM.</p>	<p>ALL</p>

15	Any other Business None	
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The meeting ended at 6.25 PM

ACTION POINTS

Agenda Item	ACTION	By whom
5.2	GDPR – should a Governor become aware of any known breaches these were to be reported to Mr David Ware	All
5.2	Governor Individual Appraisals – All Governors were asked by the Co-Chair (LT) to complete a self-appraisal and review form and send them to her	All
10	<p>Governors to note and attend if possible the following:</p> <ul style="list-style-type: none"> • Monday 3 September – 11.00 AM to 1.00 PM – Child Protection Training • Thursday 20 September – Governor Recruitment Open Evening – 6.00 PM to 8.00 PM. • Friday 2 November – all day – Mark Burns – Inspirational Teaching Day 	All
12.	Governor Recruitment - Governors to send any thoughts and ideas they may to Laurel Townend and Jill Hogan.	All
15.	Boundary Fencing - agreed a further letter be sent to KCC challenging the view expressed by the AEO and asking that KCC gives this matter urgent and appropriate attention.	Co-Chairs/HT
15.	Staff Insurance Cover – endorsed use Best Staff Insurance	HT/Bursar
17.	Payroll Provider – agreed the school should transfer its payroll to the Schools Personnel Service.	HT/Bursar
19.	Governor Record Keeping and Training - Governors to load the details of any training they have undertaken onto the training Google page.	All
21.	Governor News Letter – suggestions for articles to be sent to Laurel Townend	All

21	Intimate Care Policy - when drafted a copy to be sent to Governors	HT/DW
21	Pupil Questionnaire – suggestions for questions to be sent to Jill Hogan	All
21	Future Clerking arrangements – options to be reviewed	Co-Chairs/Chair of F & R Cttee and HT

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'

SignedChair

Date: