

BRUNSWICK HOUSE PRIMARY SCHOOL

MINUTES OF A MEETING OF THE FULL GOVERNING BODY HELD ON MONDAY 19 NOVEMBER 2018

Present: Laurel Townend (Co-Chair in the Chair), John Bateson-Cooper (Co-Chair), Christian Collins, Gabriela Alexandru, Debbie Feast, Jill Hogan, Nicola McLeish, Nadia Pennell, David Stead and Wendy Skinner.

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

The meeting commenced at 4.00 PM and was quorate.

1.	Apologies from Ellie Dunnet were received and approved.	
2.	Declarations 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.	Governor Appointments (i) The Chair introduced and welcomed to the meeting Gabriela Alexandru and Christian Collins who both wished to become members of the Brunswick House Primary School Full Governing Body (ii) Gabriela Alexandru said she had a law degree and worked for the local firm of solicitors, Gulland and Gulland. She had a strong interest in child protection matters and had worked in child protection for Kent County Council. Gabriela said that she also had a desire to give something to her local community and therefore taking account of the school's strong ethos and principles was delighted to become a governor at Brunswick House Primary School. (iii) Christian Collins said he also worked for Gulland and Gulland. During his school days he had been a member of KCC's Youth County Council. He had also been a member of the UK Youth Parliament and had a strong interest in both national and local issues. Christian had also worked for three years as an advisor for the Citizens Advice Bureau and was now a CAB Trustee. As a CAB advisor Christian said he had dealt with a wide range of issues including giving debt advice and supporting victims of domestic violence. (iv) Laurel Townend said she had previously spoken with Gabriela and Christian and believed both would be strong and welcome additions to the FGB. She therefore proposed, and Nicola McLeish seconded that subject to the completion of references and DBS checks, Gabriela Alexandru and Christian Collins be appointed as co-opted Governors to the Brunswick House Primary School Full Governing Body. Agreed unanimously. (v) John Bateson-Cooper then proposed, and Nadia Pennell seconded that having already indicated his willingness to stand, Christian Collins be nominated to be the Local Authority representative on the Brunswick House Primary School Full Governing Body. Agreed unanimously. (vi) The Chair and other governors then formally welcomed Gabriela and Christian as Co-opted Governors. She also pointed out that should Christian be confirmed as the Local Authority	

	Governor then the FGB would once again have a vacancy for a co-opted governor.		
4.	Presentation by Head Girl and Head Boy		
	<p>(i) The Head Girl, Emily Mikli and the Head Boy, Nathan Ogunrombi were present for this item.</p> <p>(ii) Nathan said as Head Boy he was hoping to show leadership and make a difference. He also said the school had an inspiring curriculum and wanted to help the school and its pupils to improve outcomes, particularly in maths and English. Nathan said subject leaders and the other teachers ensured pupils had stimulating lessons which helped them to develop and make progress.</p> <p>(iii) Emily said as Head Girl she wanted to take on new challenges and help children make progress. Emily said the school helped pupils to have strong values which made them proud of their learning and the school. She said the school was supportive to its pupils and help was always available when needed. Emily said that she and Nathan would shortly be attending their first SLT meeting which she was looking forward to.</p> <p>(iv) Governors then asked Emily and Nathan how best they could be more involved and be more visible to pupils. One suggestion was for governors to attend and present a school assembly which Emily and Nathan thought was an excellent idea. They also said they liked another suggestion that governors should from time to time observe lunch-time behaviour and look through pupils work books.</p> <p>(v) In answer to a question about the schools values, Nathan said these helped to shape the school and they also represented the school and its pupils. Emily said the school helped pupils to understand what its values meant and why it was important that they be followed. Emily and Nathan also spoke about the awards pupils could receive for both good work and behaviour. Nathan then spoke about the Rights Inspection and the fact the school had received a silver award but that had nearly been gold.</p> <p>(vi) The Chair then thanked Emily and Nathan on behalf of the FGB for attending the meeting and for putting forward their views with such understanding and clarity. The Chair said she would now discuss with the Headteacher how best to take forward the suggestions that had been put forward about how the governors could be more engaged and visible to pupils.</p>		
5.	Minutes of the meetings held on 12 July 2018.		
	5.1	The unrestricted and confidential Minutes for the meeting held on 12 July 2018 were approved and signed by the Chair as a true record.	
6.	Notification of Urgent Items		
	none		

<p>7.</p>	<p>Strategy Update</p> <p>(i) The Chair reminded governors that as mentioned on the agenda the draft minutes from the last round of committee meetings could be viewed on Governor Hub.</p> <p>(ii) Finance and Resources – John Bateson-Cooper said the response he had received from the DfE regarding the pay settlement had been circulated to all staff. The letter made clear that the shortfall in the pay settlement of 2 ½% would be back-dated to 1 September 2018, and that the Headteacher said had been very helpful in explaining the situation to staff. The Headteacher said she would be reviewing the schools’ long-term budget plans.</p> <p>(iii) Learning and Development – Nadia Pennell said how much she had enjoyed the Mark Burns led inset day held on 2 November 2018 and which had proved such a success with both staff and governors. The Headteacher said she had received a lot of positive feedback from the day which she would be following up with her staff. The day had provided a lot of thoughts and ideas which she wanted to develop and shape for use by the school. Nadia Pennell said the issue with the provision of the changing table had been resolved and she thanked Mr Ware for all he had done to secure the funding for this much needed piece of equipment.</p> <p>(iv) Strategy Committee – the matters which arose from this meeting are covered in more detail in the following paragraphs.</p>	
<p>8.</p>	<p>Finance and Resources Terms of Reference</p> <p>The proposed changes were approved, and an updated copy has been placed on Governor Hub.</p> <p>Reports to the next meeting of the Finance Committee would include policies on staff recruitment and staff conduct.</p>	
<p>9.</p>	<p>Governor Development Plan.</p> <p>The Governor Development Plan was approved with Governors confirming they would arrange to present a school assembly.</p>	
<p>10.</p>	<p>Governor Monitoring</p> <p>(i) Pupil Outcomes – Noted – Increase in Sport Premium funding and expenditure plans for 2018/19 welcomed.</p> <p>(ii) English – Noted - In answer to a question the Headteacher said that she was developing a hand writing policy follow up on which would be part of the next monitoring visit.</p> <p>(iii) Attendance – Noted – the whole school attendance figure of 97.4% at the end of Year 1 was in the highest national quartile.</p> <p>(iv) Pupil Voice – Noted –. The RRSA Assessment took place on 19 November with the school achieving a highly creditable silver award. Governors placed on record their thanks to Mrs Kitchen and Mr Fenniche for all their hard work</p> <p>(v) Curriculum – Noted</p>	

	(vi) Monitoring reports for maths and safeguarding will be reported to the next meeting.	
11.	<p>Governor Record Keeping and Training</p> <p>(i) Governors were reminded of the need to load the details of any training they have undertaken onto the Google training page.</p> <p>(ii) Suggestions for future training - It was suggested, and agreed, that governors would benefit from some training on governance and this was something that should be looked at later in the school year.</p>	
12.	<p>Head Teacher and Deputy Headteacher Appraisals.</p> <p>(i) Deputy Headteacher (Debbie Feast and Clare Fullagar left the room for this item)</p> <p>This item is dealt with in the confidential minutes for this meeting.</p> <p>(ii) Headteacher (The Headteacher left the room for this item)</p> <p>This item is dealt with in the confidential minutes for this meeting.</p> <p>Following consideration of this item the Headteacher, Deputy Headteacher and Debbie Feast re-joined the meeting</p>	
13	<p>Headteachers Report</p> <p>(i) School Development Plan – The School Development Plan and Self Evaluation Form 2018/19.</p> <p>Following a briefing by the Headteacher on some of its key elements, Governors unanimously approved The School Development Plan and Self Evaluation Form for 2018/19.</p> <p>(ii) Headteachers Report.</p> <p>(i) The Headteacher presented a comprehensive and wide-ranging report which included updates on staffing issues, quality of teaching, learning and assessment, pupil outcomes, leadership and management, safeguarding, website, finance, buildings and site, health and safety and personal development. In receiving this report, the Headteacher asked governors to particularly note the following.</p> <p>(ii) Pages 1 and 2 – Class sizes - Governors noted that Windsor and Allington classes had been reorganised so they now had 30 pupils each.</p> <p>Staff Absences - The level of teaching staff absences had gone up and this had already been discussed with the Co-Chairs.</p>	

Page 3 – **Pay Settlement and Budget** – The Headteacher and Governors are considering how to engage parents with the budget issues impacting on the school.

Page 3 – **Drop-Ins** – The focus this term is on Autonomy and Engagement. To achieve outstanding the school must have all pupil groups making good progress.

Page 4 - **Achievement for All** – This has already been the subject of a detailed discussion at the last meeting of the Learning and Development Committee. There will be updates as appropriate to that Committee as the programme begins to roll out from February 2019.

Page 4 - **SEND** – this report was noted with governors being asked to send any detailed questions they may have direct to Mr Ware. There will be a SEND report to the next meeting of the Learning and Development Committee.

Page 4 – **Attendance** - the current attendance rate for all pupils stood at 97.2%, an increase of 0.5% from this time last year.

Page 5 - **Safeguarding** – All staff have completed Child Protection Training and governors attended a course held on 15 November 2018. The Safeguarding Governor undertook a monitoring visit on 31 October and that included a Single Central Record check.

Page 5 – **Staff Survey** – The Co-Chair (LT) submitted a summary of the findings from the Staff Survey carried out during the months of July and September 2018. In all 32 questionnaires were completed and feedback on the emerging themes has been shared with the Co-Chair of Governors (J B-C) and senior leaders. The key finding was that from the 20 questions asked, there was once again a convincingly positive response from staff with in most cases 85%+ agreement. The pride staff have in being part of the school was notable, and it was clear they confidently understood how their work fitted into the overall aims of the school. The survey identified some areas where staff felt there could be some improvement such as improving SEN and PP out comes, more communication and support from governors, greater consistency in applying policies, particularly in relation to behaviour, concerns about budgets and a desire to explore ways of saving and a need to focus on staff well-being. Actions have already been put in place to address these points and arrangements will now be made to provide wider feedback to staff either by email or attending a staff meeting.

6.00 PM – Mr David Stead left the meeting.

Page 5 – **Parent Questionnaire** - The summary of the Parent Survey was noted, and the outcomes would be reported to the next meeting of the Parent Forum.

Page 5 – **Parent Forum** - the minutes of the meeting of the Parent Forum held on 16 October 2018 were noted. The Co-Chair (LT) said that she would circulate the dates for future meetings of the Forum to governors so if possible, the FGB could be represented at those meetings.

Page 5 – **Behaviour** – The Headteacher said she and her staff had agreed a Behaviour Guidance document to ensure consistency of approach on sanctions and rewards across the school. A copy of this Behaviour Grid had been circulated to governors with the agenda.

Page 5 – **Health and Safety** – A whole school fire drill was held on 15 November and the autumn term Health and Safety Inspection would take place on Friday 23 November 2018.

	<p>Page 5 – Pupil Voice - Pupil School Development Plan – The Headteacher had circulated with her report a copy of the plan showing how pupils both interacted and influenced the Pupil School Development Plan. This term pupils had been bringing class suggestions to meetings of the School Council to ensure that the school addresses Children’s needs as well as the priorities in the School Development Plan.</p> <p>Page 6 – Rights Respecting School Award – Following a successful inspection the school had been given a Silver Award. This was a significant achievement with the assessor saying the school had nearly achieved gold.</p> <p>Request for National Middle Leadership Training - following careful consideration governors agreed that the school did not have the funding resources to support teachers wishing to undertake either the NPQLM or NPQSL.</p> <p>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.</p>	
14.	<p>Policies</p> <ul style="list-style-type: none"> (i) Complaints Policy - agreed (ii) Freedom of Information Scheme – agreed. (iii) Instrument of Government - agreed (vii) Health and Safety Policy – agreed <p>The Intimate Care Policy – Agreed (this Policy had been previously circulated to governors following the FGB meeting on 12 July 2018)</p> <p>In answer to a question raised about two policies not appearing on the web-site, The Co-Chair (LT) said she would ask David Stead to undertake a review of the content of the website and report to the next meeting.</p>	
15.	<p>Urgent Business</p> <p>Committee Appointments – New Governors</p> <p>With their agreement, the FGB appointed Gabriela Alexandru to be a member of the Finance and Resources Committee and Christian Collins to be a member of the Learning and Development Committee.</p> <p>FGB also agreed to Jill Hogan being a governor ‘buddy’ for Gabriela and John Bateson-Cooper being a governor ‘buddy’ for Christian.</p>	
16.	<p>Review of Meeting and Confidentiality</p>	

	The Full Governing Body agreed that it had properly dealt with all matters on the agenda for this meeting and that there were not any confidential matters that needed to be recorded in a separate confidential minute.	
17.	Date of Next Meeting The next meeting of the Full Governing Body is on Monday 11 March 2019 commencing at 4.00 PM.	

The meeting ended at 6.05 PM

ACTION POINTS

Agenda Item	ACTION	By whom
2.	Subject to the receipt of satisfactory references and DBS clearance, Gabriela Alexandru and Christian Collins be Co-opted the Full Governing Body of Brunswick House Primary School.	LT/Clerk
8.	Reports to the next meeting of the Finance Committee would include policies on staff recruitment and staff conduct.	HT
9.	The Governor Development Plan was approved with Governors confirming they would arrange with the Headteacher to present a school assembly.	Governors/HT
10.	Monitoring reports – reports for maths and safeguarding will be reported to the next meeting.	HT
12	Co- Chair (LT) will write a confirming letter to the Headteacher	LT
13.	SEND – governors to send any detailed questions they may have on this report direct to Mr Ware. There will be a SEND report to the next meeting of the Learning and Development Committee	Governors HT/DW
13.	Parent Forum - The Co-Chair (LT) said that she would circulate the dates for future meetings of the Forum to governors so if possible, the FGB could be represented at those meetings.	LT
14	Website - The Co-Chair (LT) would ask David Stead to undertake a review of the content of the web-site and report to the next meeting.	LT

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'

Signed ...Laurel Townend.....Chair

Date: ...11 March 2019.....