

BRUNSWICK HOUSE PRIMARY SCHOOL

MINUTES OF A MEETING OF THE FULL GOVERNING BODY HELD ON MONDAY 11 March 2019

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

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

Mr Neil Andrews was present as an observer.

The meeting commenced at 4.00 PM and was quorate.

1.	Apologies from Gabriela Alexandru and Nadia Pennell 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 welcomed Neil Andrews to the meeting. Neil had expressed an interest in becoming a school governor and his attendance at the meeting gave him and Governors an opportunity to meet one another. Mr Andrews introduced himself and gave a brief resume of his background and experience in teaching drama. In answer from a question from a Governor, Mr Andrews said he was currently working at a local secondary school and had an interest in becoming more involved with the local school community. He was particularly interested in learning more about the transition process for pupils moving from primary to secondary education. (ii) Governors agreed to vote on the co-option of Mr Neal Andrews as a school governor at the FGB meeting taking place on 20 May 2019. (iii) Appointment of a Curriculum Governor - The FGB agreed a decision on the appointment of a Curriculum Governor should be reviewed in the summer. In the meantime: (a) The FGB agreed that the Lead Curriculum Teacher should be invited to attend a future L&D or FGB meeting. (b) Mr David Stead said he would undertake a Learning Walk accompanied by the Curriculum Lead. (c) The FGB agreed that at its meeting on 15 July it would review the Governor monitoring process and the way visits were undertaken to focus on SDP priorities.	

4.	Minutes of the meeting held on 19 November 2018.	
4.1	The unrestricted and confidential Minutes for the meeting held on 12 July 2018 were approved and signed by the Chair as a true record.	
4.2	Matters Arising <ul style="list-style-type: none"> (i) Maths Monitoring -Mr John Bateson-Cooper said he had completed the Maths monitoring visit and would submit his report to the next meeting of the Learning and Development Committee. (ii) Parents Forum - The Headteacher said dates for forthcoming meetings of the Parents Forum had been circulated. Ellie Dunnet would attend the next meeting taking place on 26 March 2019. 	
5.	Notification of Urgent Items None for this meeting	
6.	Strategy Update <ul style="list-style-type: none"> (i) The Chair reminded governors that as mentioned on the agenda the draft minutes from the last round of committees' meetings could be viewed on Governor Hub. (ii) Strategy Committee – The Chair of the Strategy Committee gave a brief outline of some of the matters discussed at the meeting held on 4 February 2019. Two governors would be attending Safeguarding training which was taking place 22 March. All other Governors had already received this training. (iii) Finance and Resources Committee – The Chair of the Committee gave a brief outline of some of the matters discussed at the meeting held on 24 January 2019. She reminded the FGB that the school pay roll provider was changing as from 1 May 2019. (iv) Learning and Development Committee – The Co-Chair (LT) gave a brief outline of some of the matters discussed at the meeting held on 17 January 2019. 	

<p>7</p>	<p>Governor Action Plan</p> <p>(i) The Headteacher said the on-line publication ‘Parliamentary Review’ had asked the school if it would be happy to participate in an article it was doing for the next edition.</p> <p>(ii) Governor Vacancies - JH / LT said they would refresh the letter which had been previously used to seek potential governors from the local community and the school.</p> <p>(iii) Parent Forum – The FGB confirmed the importance of having a governor presence at meetings of the Parent Forum. Ellie Dunnet said she would represent the FGB at the next Forum meeting place on 26 March 2019. This meeting would be used as an opportunity to advise parents on the Forum that there was still a vacancy on the FGB.</p> <p>(iv) Foundation Parents Evening - June 2019 – The Headteacher said she hoped as many Governors as possible would be able to accept an invitation to attend the Foundation Parents Evening that was taking place in June 2019.</p> <p>(iv) Governor Newsletter – The Co-Chair (LT) said she was currently collating articles for the Governor Newsletter and therefore she asked Governors to send to her any suggestions they had for articles to go into the next edition. The deadline for submissions was 29 March 2019.</p> <p>(v) Parent Survey – The Headteacher said the outcomes from the survey had been shared with the FGB and staff.</p> <p>(vi) Subject Leaders - As part of Governors wishing to positively engage with staff, Subject Leaders would be invited to attend the July FGB meeting.</p> <p>(vii) Attendance at a School Assembly - The Co-Chair (LT) and the Vice Chair of Governors said they would attend the school assembly taking place on the last Tuesday of this term.</p>	
<p>8.</p>	<p>Governor Monitoring</p> <p>(a) Maths (J-BC) – The monitoring visit has been undertaken and the report is in the process of being prepared.</p> <p>(b) Safeguarding (ED) – Noted. The next visit is taking place during the week commencing 18 March 2019.</p> <p>(c) English (NP) – Noted</p> <p>(d) SEND (DS) – Noted. The next visit was taking place on 22 March 2019.</p> <p>(e) Pupil Data and Sports (NMc) – report to the next meeting of the L & D Committee.</p> <p>(f) Pupil Voice (DF) Having received RRSA Silver Accreditation the school would now be working towards a Gold Award. The views of the School Council were being sought on the future use of the play area.</p>	

	<p>(g) Attendance Monitoring (DF) – attendance levels have been affected by the recent outbreak of chicken pox. There has been a welcome reduction in the levels of persistent absence.</p> <p>(ii) Governor Monitoring Time-table – Update – Noted</p> <p>(iii) Update on Website – The Co-Chair (LT) said she had undertaken a review of the website against the requirements of the DfE. She said from this the Key Stage 2 Data needed to be updated together with some other minor changes. The Governor structure diagram also needed to be loaded onto the site.</p>	
9.	<p>Governor Record Keeping and Training</p> <p>Governor Training.</p> <p>(i) Safeguarding Training had been arranged for the two Governors who were unable to make the last session.</p> <p>(ii) Details of Training opportunities available via Governance Connected would be circulated.</p> <p>(iii) The Co-Chair (LT) and the HT were to be Consulted before any course bookings were made.</p>	
10.	<p>GDPR Nothing to report this time.</p>	
11.	<p>Staff Survey – The Co-Chair (LT) said in the light of some of the feedback received when undertaking the last survey, she was looking to modify the format of the next staff survey. She also said she would look at using an electronic survey system such as that operated by Survey Monkey or Google Forms. The Co-Chair (LT) also said some of the questions would also be modified with one about training being left off all together as that was something which individuals should more positively discuss directly with their line-manager.</p> <p>The two Deputy Headteachers would be asked to complete the survey first so they can provide feedback before it was circulated by LT to all other members of the teaching staff. Completion deadline would be the end of term. LT will also send a copy of the survey documentation to JH.</p>	
12.	<p>Headteachers Report</p> <p>The Headteacher presented a wide-ranging report on the key areas of school life and highlighted the following:</p> <p>Page 2- Pupil Mobility - In response to a question from a Governor the Headteacher said whilst the school currently had one or two more children leaving the school than joining, she fully expected there would be a waiting for pupils wishing to join the school from September 2019.</p>	

Page 2- **Support Staff** -The Headteacher reported a member of the support staff had recently left the school on medical grounds and another had left in order to take another job. Two new TA's have been recruited with both being well qualified and interested in teacher training.

In answer to a question from a Governor regarding Support Staff absence the Headteacher said there was not a hard and fast pattern and all absences are monitored and reviewed were appropriate. The Headteacher said she would for Governors information record all Brexit related staff absences.

Page 3 - **Staff Well-Being** - A celebratory Ofsted display has been put up on the staff staircase and a celebratory breakfast held.

Page4 - **Drop Ins**

The Headteacher said 10 drop-in observations were completed during Term 3. That was coupled with book scrutinise following every observation; with a focus on presentation, PP and more able children's progress. Presentation across all books is an improving picture, with standards of writing in foundation subjects mirroring the high quality seen in English books. PP pupils continued to receive daily support from both class teachers and support staff.

The focus for Term 3 and 4's observations linked to the one of the four aspects from Mark Burns' work on Outstanding Teaching: Feedback. Teachers were also encouraged to focus on this following the HLTP training with Mr Ware and Miss Fullagar. The High Level Teaching Programme was also progressing well.

Page 5 - **SEND** (Appendix A of the report)

(a) Mr Ware presented a report which updated Governors on the continuing actions and provision the school was taking to support its SEND pupils. Communication and interaction remained a key priority with the school working with both the NHS speech and language team as well as an outsourced specialist.

(b) The number of children in receipt of HNF had increased and although individual amounts have appeared to be reduced since the HNF system was restructured, the school had been relatively successful in renewals not being reduced by too much and successful in being granted new applications. As a result, the total contribution paid had gone from £49,332 per year to 75,392 per year, and £4,111 per month to £6,282 per month. The issue facing the SEND budget was the school was expected to evidence that it was spending £72,000 on SEN provision instead of £54,000. That amount was on top of what the school received from HNF.

(c) The school continued to move towards the use of TAs to provide tailored SEN support, rather than every class having a TA. That was needed in order to cover the increasing cost of SEN provision. The school intended to make at least one more HNF before the end of the academic year.

(d) Mr Ware also reported on the training which both he and other members of staff had undertaken or had planned as the year progressed.

Discussion concluded with Governors thanking Mr Ware for his comprehensive report and thanking him and all staff for their work and commitment in supporting all SEND

pupils.

Page 5 - Kent Test

The Headteacher reported that due to the early start back after the summer holidays the dates for the Kent Test had been put back to Thursday 12 September 2019.

Page 5 – Ofsted Judgements and Curriculum Focus (Appendix B of the report)

The Headteacher reported Ofsted was planning to combine the current 'teaching, learning and assessment' rating with the 'pupil outcomes' grade to create a new "quality of education" measure. It aims to lessen the reliance on exam results as a measure of school quality by taking into account a school's broader curriculum offering.

Page 5 – Teacher Recruitment and Retention Strategy (Appendix C of the report)

The Headteacher reported at the end of January 2019 the government has published its long-awaited teacher recruitment strategy. The Strategy outlines the government's priorities ahead of the Spending Review in the Autumn term. The key proposals were set out in the appendix.

Page 5 – SIA Monitoring - (Appendix D of the report)

The Headteacher reported on the visit the School Improvement Advisor made in January 2019. Following this visit the school was taking active and positive action in the following areas.

- Supporting identified disadvantaged pupils to reach GDS across all subjects.
- Developing an approach to display that celebrates high quality work and shows pupils what they are capable of now and what they will be able to do as they get older and move through the school.
- Think about how vocabulary is systematically taught so that those from vocabulary poor backgrounds and those with EAL make accelerated progress.
- Ensure pupils with low prior KS attainment make good progress across KS2.

Page 5 - BREXIT

the Headteacher reported on the contingency arrangements being made by the school should the UK leave the EU with no formal agreement in place. Should there be severe traffic congestion the main routes through Kent then the effects could:

- Staff/pupils journeys to and from school
- Supply –chain disruption for things like fuel, medicine, food supplies.
- School closure/part closure due to staff shortages.

The Headteacher said the school had clear plans clear in place to enable it to keep open and would continue to use parentmail to communicate with families. If the school should experience non-delivery of essential food supplies, then it would request parents to supply their children with packed lunches. In addition, the school had already been liaising with its food suppliers.

Staff will be briefed on the school Emergency Planning document again next week – it was similar to the Severe Weather action plan in that it sets out plans for covering classes in the event of staff not being able to get to work or being delayed for a prolonged period of time.

Page 6 – Pupil Premium

The Headteacher said the school had scrutinised the data of PP children and identified from Pupil

Progress meetings identified children, either for attendance intervention or progress actions. All teachers had identified the strategies/interventions to put in place for this term. The school has refined its PP letters and parent information to make the process of applying for PP more accessible and to make parents more aware of what the school can spend the funding on. The office manager had also translated the school PP information leaflet into Polish, with the help of a parent.

Page 6 – **Budget 2018/19** - The 9- month monitoring was very encouraging showing a £55597 potential rollover. This would be slightly reduced by closedown (25th March) but none the less reflected the very careful money management that the school had followed this year. In addition, the school had been allocated a further £16514 in devolved capital which would greatly assist us in capital projects over the coming year. The Finance and Resources Committee group had agreed the school should close the Voluntary fund with the remaining money being put towards the Adventure playground project.

Page 6 - **Attendance**

The Headteacher said the school currently had an outbreak of chicken pox which had drastically affected attendance statistics. The current attendance rate for all pupils stood at **95.3%**.

page 7 - **Safeguarding**

The Headteacher reported on the number of children who were receiving safeguarding support. Ellie Dunnet had completed a Safeguarding monitoring visit on the 31 October 2018, including a Single Central Record check. The next visit would take place during March 2019.

Page 7 – **On-line Safety** (Appendix E of the report)

The Headteacher said the school had acted swiftly to reassure parents about recent viral social media stories. A copy of the letter was appended to the report

Page 7 – **Communication** – Appendices F and G of the report)

The Governing Body noted the minutes and actions arising from the meeting of the Parent Forum held on February 2019.

The FGB agreed the school should not add its name to the proposed circular letter regarding school funding to be sent by local schools to government.

Page 8 - **Dates for Governors**

March

4th and 7th - Parents Evening

13th – PP meeting, 11am

22nd – Easter discos

26th – Parent Body meeting, 2pm

27th – Musical Theatre Day

28th – Annie Jr production, 6pm

29th – Annie Jr production, 6pm

And the conclusion of discussion the FGB thanked the Headteacher for her wide-ranging and comprehensive report.

	SDP and SEF 2018/19. The Term 4 data was being collated and would be included in the next Update. The Co-Chair (LT) had sent the Headteacher some suggested amendments to the SEF for comments. She had also prepared a monitoring report which was currently with the Headteacher for comments and once they had been received, she would circulate a copy to Governors.	
14.	<p>Policies</p> <p>(i) English - Agreed</p> <p>(ii) Medical Policy</p> <p>Governors are asked to note the following:</p> <p>There has been a slight amendment to the medical policy as Kelsi have updated their practices and have advised that that schools are able to give over the counter medicines for conjunctivitis. Therefore, the Medical Policy has been updated by adding the following line to page 9 in the managing medicines section -</p> <p>Over the counter medication for conjunctivitis can be administered to a child with parental consent.</p> <p>Governors agreed to this amendment.</p>	
15.	<p>Any other Urgent Business</p> <p>Laurel Townend said after careful consideration she had decided to stand down as a Governor from December 2019.</p>	
16.	<p>Review of Confidentiality</p> <p>None of the matters discussed at this meeting were deemed to be confidential.</p>	
17.	<p>Date of next meeting - The next Meeting of the Full Governing Body is on Monday 20 May 2019 (Budget Meeting) commencing at 4.00 PM</p>	

The meeting ended at 6.05 PM

LIST OF ACTION POINTS

Agenda Item	ACTION	By whom
3.	<p>(i) Governors will vote on the co-option of Neal Andrews as a school governor at the FGB meeting taking place on 20 May 2019.</p> <p>(ii) A decision on the appointment of a Curriculum Governor will be reviewed in the summer.</p> <p>In the meantime -</p>	<p>Co-Chair (LT) and Clerk.</p>

	<p>(a)The Lead Curriculum Teacher would be invited to attend a future L&D or FGB meeting.</p> <p>(b)Mr David Stead would undertake a Learning Walk accompanied by the Curriculum Lead.</p> <p>(c) At its meeting on 15 July the FGB will review the Governor monitoring process and the way visits are undertaken to focus on SDP priorities.</p> <p>(d) Website - following a website check by the Co-Chair (LT) the Key Stage 2 data needs to be updated together with some other minor changes. The Governor structure diagram also needed to be loaded onto the</p>	<p>Co-Chair (LT)/HT</p> <p>DS to agree a date with the school.</p> <p>Co-Chair (LT)/Clerk</p> <p>Co-Chair (LT)/HT</p>
7.	<p>Governor Action Plan</p> <p>(i) Governor Vacancies - JH / LT would refresh the letter which had been previously used to seek potential governors from the local community and the school.</p> <p>(ii) Parent Forum - Ellie Dunnet would represent the FGB at the next meeting of the Parent Forum taking place on 26 March 2019.</p> <p>(iii) Foundation Parents Evening - June 2019 – Governors were invited to attend the Foundation 2019 Parents evening taking place in June.</p> <p>(iv) Suggestions for articles to go into the next Governor newsletter were to be sent to Laurel Townend.</p> <p>(v) Subject Leaders would be invited to attend the July FGB meeting.</p> <p>(vi) The Co-Chair (LT) and the Vice Chair of Governors would attend a school assembly on the last Tuesday of this term.</p>	<p>JH/LT</p> <p>ED</p> <p>All</p> <p>All</p> <p>Co-Chair (LT)/HT</p> <p>LT/JH</p>
8.	Monitoring Reports - The Maths Monitoring Report would be	

	submitted to the meeting of the L & D Committee taking place on 25 April 2019.	JB-C
9.	<p>Governor Training.</p> <p>(i) Safeguarding Training had been arranged for the two Governors who were unable to make the last session.</p> <p>(ii) Details of Training opportunities available via Governance Connected would be circulated.</p> <p>The Co-Chair (LT) and the HT were to be consulted before any course bookings were Made.</p>	<p>JB-C/NP</p> <p>All</p>
11.	<p>Staff Survey – The two Deputy Headteachers would be asked to complete the survey first so they can provide feedback before it was circulated by LT to all other members of the teaching staff. Completion deadline would be the end of term. LT will also send a copy of the survey documentation to JH.</p>	<p>Co-Chair (LT)</p>
12	<p>Headteacher’s Report</p> <p>Absences</p> <ul style="list-style-type: none"> • The HT will separately record for Governors information any Brexit related absences. • The Headteacher would provide an updated table of pupil absences. 	<p>HT</p> <p>HT</p>
13.	<p>SDP and SEF 2018/19. The Term 4 data was being collated and would be included in the next Update. The Co-Chair (LT) had sent the Headteacher some suggested amendments to the SEF for comments. She had also prepared a monitoring report which was currently with the Headteacher for comments and once they had been received she would circulate a copy to Governors.</p>	<p>Co-Chair</p>
15.	<p>AoB</p> <ul style="list-style-type: none"> • An item on Governor appointments would be added to the agenda for the May FGB budget meeting. • Laurel Townend advised the meeting she • • would be stepping down as a Governor in December 2019. 	<p>Co-Chair (LT)/Clerk</p>

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 Chair

Date: