

BRUNSWICK HOUSE PRIMARY SCHOOL

MINUTES OF A MEETING OF THE FULL GOVERNING BODY HELD ON MONDAY 15 July 2019

Present: Laurel Townend (Co-Chair in the Chair), John Bateson-Cooper (Co-Chair), Neil Andrews, Bryan Douglas, 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) and Geoff Mills (Clerk)

The meeting commenced at 4.00 PM

Agenda Item	Main Discussion
	The meeting was quorate.
1.	Welcome and apologies The Chair welcomed everyone to the meeting for which apologies from Gabriella Alexandru had been received and were accepted.
2.	Declaration of Business Interests Mr 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. Mr David Stead made a declaration of interest in Item 21 below and did not take part in the discussion or any decisions taken.
3.	Election of Co-Chairs of the Full Governing Body for the Ensuing 12 Months. Jill Hogan proposed, and Ellie Dunnet seconded that Laurel Townend and John Bateson-Cooper be elected Co- Chairs of the Brunswick House Primary School Full Governing Body. (Note: Laurel Townend would be leaving the FGB in December 2019) Carried unanimously
4.	Election of Vice Chair of the Full Governing Body for the Ensuing 12 Months Laurel Townend proposed and John Bateson-Cooper seconded that Ellie Dunnet be elected Vice-Chair of the Brunswick House Primary School Full Governing Body for the ensuing 12 months. Carried unanimously

<p>5.</p>	<p>Governor Appointments</p> <p>Subject to the receipt of satisfactory references and DBS checks, Mr Bryan Douglas was unanimously elected as a co-opted Governor to the Full Governing Body of Brunswick House Primary School.</p> <p>Debbie Feast – Laurel Townend on behalf of the FGB placed on record her thanks to Debbie Feast for all her work during the time she had been the Staff Governor on the FGB.</p> <p>New Staff Governor – The FGB welcomed Clare Fullagar as the new Staff representative on the FGB. Clare would formally take up her appointment on 18 September 2019.</p> <p>Vacancies</p> <ul style="list-style-type: none"> (i) There is still a vacancy for one co-opted governor (ii) The FGB needs to consider nominating a governor to become the Local Authority representative.
<p>5</p>	<p>Presentation by Current Head Girl and Head Boy</p> <p><i>(Emily Mikli and Nathan Ogunrombi were present for this item)</i></p> <p>Emily and Nathan gave the FGB an overview of their year as Head Girl and Boy of Brunswick House Primary School.</p> <p>Both Emily and Nathan said how much they had enjoyed their term of Office and highlighted working with the SLT on issues such as the differences in the abilities and achievements of girls and boys. They had also worked on a task about helping pupils improve the presentation of workbooks. Books Corners had also been made more welcoming.</p> <p>Emily said one of the things she had enjoyed doing most was looking at workbooks and ways to improve their presentation. Nathan said he had enjoyed most helping to get the Year 6 area improved and working with Mr West to improve the allotment area.</p> <p>In answer to questions from Governors Emily said she felt the school was very inclusive and she liked the way the play areas had been improved. Nathan said he liked the way the school was built on strong traditions and values.</p> <p>In answer to a question as to what advice they had for their successors, both said there was more to do than they first thought, and the new head girls and boy needed to be aware that they would need to attend meetings.</p> <p>Laurel Townend then thanked Emily and Nathan on behalf of the FGB for attending the meeting and for speaking so clearly and interestingly about their year in office and wished them every success as they embarked on the stage of their education.</p>

	<p>New Head Girl and Head Boy <i>(Jenny Sey and Rafael Rist were present for this item)</i></p> <p>Laurel Townend thanked Jenny and Rafael for attending the meeting and congratulated them on being appointed Head Girl and Head Boy. Both Jenny and Rafael spoke to Governors about what they wanted to do and achieve during their term of office. They said they wanted to work with teachers and their fellow pupils to improve the school where they could. They also wanted to act as role models to their fellow pupils and encourage a healthier and more balanced lifestyle within the school. They said they felt it important to be able to contribute to making the school a better place and to have some fun and laughter and be safe.</p> <p>On behalf of the FGB Laurel Townend congratulated Jenny and Rafael for being appointed Head Girl and Head Boy and thanked them for being so clear in telling Governors about what they hoped they would be able to do and achieve over the course of the next school year.</p>
6.	<p>Curriculum Leaders for Maths and English <i>(Katie Brigden and Melanie Hawks were present for this item)</i></p> <p>Maths at Brunswick House <i>(a copy of the slides used in this presentation has been placed in the folder for this meeting on Governor Hub)</i></p> <p>(i) Katie Brigden gave a presentation on how the maths curriculum was being delivered at Brunswick House. She said the school was focused on raising attainment and had identified the following areas for development:</p> <ul style="list-style-type: none"> • To develop a mastery of mathematics across. • Ensure that the attainment gap between Pupil Premium children and their non-PP peers is diminishing by the end of the FS, Key Stage 1 and Key Stage 2. <p>(ii) In order to raise levels of attainment in Maths the school had introduced several measures including the following:</p> <ul style="list-style-type: none"> • Daily times table time • Daily fluency practice • More opportunities to try test style questions • Use of Mathletics • Reactive maths interventions • Provide staff with CPD through lesson study approach. <p>(iii) Katie Brigden said it was pleasing to note that the school's Key Stage 1 results were above the National Average for EXS (82%) 83.3% national is 75.6% and for Key Stage 2 the results were above the National Average for EXS (79%) 83.3%, national average is 79%</p> <p>(iv) Katie Brigden said the school was also focusing on closing the gap between PP students and their peers and SEN.</p>

Overall the gap was closing and in some year groups and in some year groups the gap had closed quite considerably. The school had in place several actions to ensure the progress of vulnerable groups were tracked and this good progress continued.

(v) Multiplication Tables checks were currently voluntary but from next year they would become statutory. At present 33% of children in Year 4 scored more than 21/25 with 15% of children scoring 25/25. This was attributed in the main to the difficulties the children had with the keyboard skills required to complete the test.

(vi) Moving forward the school would continue to raise attainment levels across all groups and close the gap between vulnerable groups and their peers. The school was also increasing parental engagement with maths and developing staff training and lesson studies on implementing Power Maths. The school was also going to re-introduce TT Rockstar's and develop keyboard skills.

(vii) In answer to questions from Governors Katie Brigden said the actions taken to close the gap between vulnerable groups had included conducting lesson studies and sharing these outcomes and information at staff meetings. The school was also helping all pupils to learn new key computer board skills and improve the skills they already had. The Headteacher said she was pleased the school had done a pilot of the multiplication table checks as this has proved very informative and prepared the school for when these measures become statutory from next year.

(viii) The Chair then on behalf of the FGB thanked Katie Brigden for her presentation and for the way it had been delivered which showed her obvious passion and commitment. The Chair said it was pleasing to note the key areas on which the school was focusing, and the progress being made.

English Presentation *(a copy of the slides used in this presentation has been placed in the folder for this meeting on Governor Hub)*

(i) Melanie Hawks said a key focus of the school in English was to narrow the gap Between PP/SEN pupils and their peers at the end of FS, KS1 and KS2. Another key objective was to improve writing outcomes for boys and improve handwriting and presentation in all writing composition.

(ii) To achieve these objectives, she had conducted monitoring and tracking of vulnerable groups through book looks, drop ins and pupil feedback. Book looks would also look at adult support for vulnerable children throughout the year and compare and track with the writing expectations of PP and non-PP pupils which have shown similar expectation for all pupils in the sample group.

(iii) All year groups' books have shown a huge variety of opportunities for writing that will engage their children. These ranged from writing instructions for making Fire of London cakes, creating fact files and non-fiction explanations to adventure stories, proofreading and edit and improving, redrafting, diary entries from characters' POV, short stories including dialogue, suspense writing, eulogies, epilogues, and debate notes.

	<p>(iv) Melanie Hawks said the school had tracked boy’s engagement in English book looks and the Term 3 data showed 82% of boys’ books demonstrated they are highly motivated and engaged during lesson with progress to 100% by Term 5. The school was also arranging visits by well know authors such as Jack Trelawny. Melanie Hawks also said that whole school moderation of writing had a focus on boys.</p> <p>(v) The school was taking action to improve handwriting and presentation in all subjects. To help achieve this the school had introduced the Twinkl handwriting scheme from FS- Year 6; staff meeting CPD to introduce to all teachers. The Monitoring of handwriting from Term 3 to Term 5 showed a noticeable improvement in presentation expectations (from 82% to 92%) across the school.</p> <p>(vi) Melanie Hawks said going forward the school would have in place actions to improve outcomes for all pupils. To achieve that the school would have high quality teaching of reading and writing and a robust process for the monitoring of reading and writing outcomes across the school. There would also be intervention programmes to support the progression of SEN literacy skills.</p> <p>(vii) The school was also taking action to raise the profile of reading and this would be monitored from KS1 through KS2. The school was also going to introduce new schemes such as Accelerated Reader and would revamp the communal reading area. Staff expertise/ CPD would be improved and there would be staff training on effective literacy intervention to support vulnerable children.</p> <p>(viii) During discussion the Headteacher said in answer to questions from Governors that she was confident teachers had the necessary skills to be able to unpick sentences into their grammatical components. She also said teachers had the right understanding and knowledge to deliver high quality lessons. Going forward it was important the school monitored outcomes, increased parental involvement and ensured boys continued to make good progress.</p> <p>(ix) The Chair thanked Melanie Hawks on behalf of the FGB for her presentation which clearly showed the considerable work the school was doing to ensure the teaching of English was at the forefront of the curriculum across the school.</p>
7.	Minutes of the meetings held on 11 March and 20 May 2019.
7.1	The Minutes for the meeting held on 11 March and the Minutes for the meeting held on 20 May 2019 were approved and signed by the Chair as a true record.
7.2	<p>Matters arising.</p> <ul style="list-style-type: none"> • The actions arising from the previous Minutes were noted. • The Co-Chair (LT) would undertake a website check.

8.	<p>Notification of Urgent Items</p> <p>The matters agreed under this item are dealt with in paragraph 21 below.</p>
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9.	<p>(A) Committee and Panel Appointments</p> <p>Strategy Committee</p> <p>John Bateson – Cooper, Laurel Townend (to December 2019), Ellie Dunnet, Nadia Pennell, Wendy Skinner and Clare Fullagar.</p> <p>Finance and Resources Committee</p> <p>Ellie Dunnet (Chair), John Bateson-Cooper, David Stead, Gabriela Alexandru Bryan Douglas and Wendy Skinner</p> <p>Learning and Development Committee</p> <p>Nadia Pennell (Chair), Laurel Townend, Neal Andrews, Nicola McLeish, Clare Fullagar and Wendy Skinner.</p> <p>Headteacher’s Appraisal Panel</p> <p>Ellie Dunnet, Laurel Townend and Neal Andrews</p> <p>Staff Pay Panel</p> <p>Laurel Townend and Ellie Dunnet. (Note: Governors to notify Laurel Townend should they wish to join the Panel)</p> <p>(B) Governor Monitoring Roles</p>
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Area	Governor	Area	Governor
EYFS	Gabriela Alexandru	Curriculum (Foundation subjects)	Neal Andrews
English	Bryan Douglas	Health & Safety	John Bateson-Cooper
Maths	John Bateson-Cooper	Website	<i>Laurel Townend (until Dec 2019)</i>
Leadership incl SDP/SEF	<i>Laurel Townend (until Dec 2019)</i>	Achievement for All including PP & SEND	David Stead
Pupil Outcomes (Data)	Nicola McLeish	Safeguarding/Equality/Complaints	Ellie Dunnet

	<table border="1"> <tr> <td colspan="4">Other Responsibilities</td> </tr> <tr> <td>Pupil Questionnaire</td> <td>tbc</td> <td></td> <td></td> </tr> <tr> <td>Staff exit interviews</td> <td>Nadia Pennell</td> <td></td> <td></td> </tr> <tr> <td>Staff Questionnaire</td> <td>Nadia Pennell</td> <td></td> <td></td> </tr> <tr> <td>Panel Hearings (complaints, discipline, grievance etc.)</td> <td colspan="3">Appointed when issues arise</td> </tr> <tr> <td>Staff recruitment interviews</td> <td colspan="3">Appointed when needed</td> </tr> </table>				Other Responsibilities				Pupil Questionnaire	tbc			Staff exit interviews	Nadia Pennell			Staff Questionnaire	Nadia Pennell			Panel Hearings (complaints, discipline, grievance etc.)	Appointed when issues arise			Staff recruitment interviews	Appointed when needed				
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	<p>Monitoring meetings: Priority will be given to statutory issues, core curriculum and SDP priorities, (subject to adjustment when the 2019-20 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>																													
10.	<p>Register of Business Interests and Governor Code of Conduct</p> <p>(i) As appropriate the Governors have renewed their declaration of interest's 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>																													
11.	<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 panel's. A copy of these Terms of Reference has been 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 were required.</p>																													
12.	<p>Meeting Dates for 2019/20</p> <p>The schedule of dates for meetings of the Full Governing Body and its Committees for 2019/20 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>																													
13.	<p>Governor Training</p> <p>Governors were reminded that they should load the details of any training they had undertaken onto the training Google page and on Governor Hub.</p> <p>The Headteacher said she would be continuing as the Governor Training Co-ordinator.</p>																													

<p>14.</p>	<p>Reports from the latest round of Committee Meetings</p> <p>Learning and Development Committee – Noted</p> <p>Finance and Resources Committee – Noted. Ellie Dunnet highlighted the discussions which had taken place on replacing a school IT server and renewal of the staff insurance policy.</p> <p>Strategy Committee – Noted</p>
<p>15.</p>	<p>Staff Survey</p> <p>Laurel Townend submitted a confidential report on the findings of the latest staff survey, which was undertaken as part of the School Development Plan. Laurel Townend said the detailed outcomes of the Survey would remain confidential but overall, she was pleased to report that it did not raise any serious concerns. However, the Survey was a snapshot of staff perceptions and the issues that matter to them and the SLT and FGB would be wise to keep these issues in mind. A summary of the survey would be prepared, and the outcomes shared with staff.</p>
<p>16.</p>	<p>Governor Monitoring</p> <ul style="list-style-type: none"> (i) Curriculum Monitoring – David Stead – Noted (ii) EYFS – Jill Hogan – Noted (iii) Pupil Data and Sport – Nicola McLeish – Noted (iv) Safeguarding – Ellie Dunnet – Noted (v) Maths – John Bateson-Cooper (<i>to follow</i>) <p><i>A copy of each of the above is in the folder for this meeting on Governor Hub.</i></p>
<p>17</p>	<p>Headteachers 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 assessment, pupil outcomes, leadership and management, safeguarding, website, finance, buildings and site, health and safety and personal development. The following areas were highlighted.</p> <p>(ii) Pages 1 and 2 - Governors noted the Headteachers report relating to staffing matters. It was agreed that a report on staff absences would be reported to the next meeting of the Finance and Resources Committee.</p> <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>

(iii) Page 3/4 - **QUALITY OF TEACHING, LEARNING AND ASSESSMENT - Drop Ins**

Most observations demonstrated a high level of skill in questioning from class teachers and higher-level teaching assistants; this was used effectively to deepen children's understanding of concepts. More work needs to be done to encourage teaching assistants to use questioning to scaffold children's learning. Teachers need to plan for this in their lessons. This will be addressed in the school's Achievement for All CPD. All staff were offered feedback and where challenge was not strongly evidenced by support staff, this was explored with short term actions agreed. There are no teachers subject to capability procedures.

(iv) **Achievement for All**

Following a learning walk with the Achievement for All champion: Miss Fullagar, Mr Pritchard identified a training need for support staff to develop their active engagement with pupils throughout lessons, as well as the option to include class teachers in terms of their understanding of deploying support staff.

(i) **Attendance** - the current attendance rate for all pupils was good at 96.3% and was improving year on year. The Headteacher placed on record her thanks to Janet Hogan for the work she undertook on monitoring and following up on pupil absences. As for **Pupil Premium** attendance was an improving picture for this group thanks to the hard work of Mrs Hogan, the School has narrowed the gap again this year, with an overall PP attendance of 94.4 %. **This was an improvement of 0.5% on last year.**

(vi) **Safeguarding** – A summary of the matters dealt with by the school since the last meeting of the FGB was noted by Governors. The Safeguarding Governor had completed Safeguarding monitoring visit on the 27 June 2019 and a copy of the outcomes was circulated at the meeting. The school had now moved to the online safeguarding reporting system: *MY CONCERN*. And all staff had received appropriate training. The school continued to deal with online safeguarding concerns as they arose.

(vii) **GDPR**

There are no GDPR breaches to report.

(viii) **Appraisal**

End of year reviews will mostly all be completed by the end of term 6.

(ix) **Budget 2019 – 2020 (and three year)**

There have been no issues sent back to the school from KCC re the three-year budget and currently the school's financial position remains positive for the next three years.

(x) **Buildings and Site**

In noting this report, the Headteacher confirmed she was aware of the bushes encroaching on the footpath on Buckland Road and would be speaking to Isle Landscaping Services to see what could be done.

(xi) **Health and Safety**

The school had a KCC Health and Safety Inspection on Tuesday 25 June 2019 and the

	<p>Headteacher said it was important to meet with the Health and Safety governor before the end of Term 6 to agree our action plan going forward. The whole school Fire Drill took place on Monday 24^h June and the summer term internal Health and Safety Inspection took place on Thursday 20^h June. All actions from this inspection had been completed by the premises team.</p> <p>(xii) Pupil Voice Mrs Skinner has been leading on SPLT this term, with a focus on presentation across a range of books and subjects. The SPLT had interviewed Miss Fullagar about the HLTP and agreed with her that feedback in lessons as well as through marking helped them to understand their next steps more clearly.</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 discussion.</p>
18.	<p>School Development Plan and SEF</p> <p>There will be a report on the SDP/SEF to the meeting of the Strategy Committee taking place on 29 October 2019 and the meeting of the FGB taking place on 18 November 2019.</p>
19	<p>SEND - report by Mr David Ware</p> <p>Mr Ware said currently the School had 13 children in receipt of High Needs Funding. The number of children in receipt of HNF had increased from 9 children to 13 since April 2018. The School would have 3 children leave this year leaving a shortfall of £1,131 a month. Some funding for other pupils needed to be renewed although it had to be noted that there was no guarantee of the exact amount the School would receive.</p> <p>SEN Writing continued to be the biggest gap in terms of attainment and would be a focus over the course of the next school year. General progress in English subjects was not as strong as other groups and was below 5 in most year groups. Therefore, English interventions for SEN would also need to be a focus for next year in the SEN action plan.</p> <p>In answer to a question from a Governor Mr Ware said the figures for progress in maths were good and the PP attendance figures were also very good. However, the SATS results showed it was writing and English that were not as strong as the school would want hence the actions it would be taking over the course of the next school year.</p>
20	<p>Review of the School Day</p> <p>The Headteacher gave an oral report on the feedback from staff following the recent consultation exercise. Staff were generally very positive with the proposals which would now be taken forward and implemented.</p>
21.	<p>GDPR</p> <p>There have been no GDPR breaches since the last meeting of the FGB.</p>

22	<p>Policies</p> <ul style="list-style-type: none"> (i) Policy Timetable – Agreed (ii) Relationships and Sex Education – This Policy will be reported to the meeting of the Strategy Committee taking place on 29 October 2019. (iii) Complaints Policy – Agreed subject to the flow chart being updated.
23	<p>Urgent Business</p> <p>The Full Governing Body agreed the following items to be both urgent and confidential.</p> <ul style="list-style-type: none"> (i) A pay increase for a member of the teaching staff (ii) A one-off payment for two members of staff in recognition for their work as moderators. <p>Note: <i>Clare Fullagar, David Ware and Debbie Feast left the meeting room for this item.</i></p>
24	<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 apart from the matters dealt with in paragraphs 15 and 22 above there were no other matters requiring a confidential minute.</p>
25.	<p>Mrs Jill Hogan</p> <p>As Jill Hogan was stepping down as a Governor this would be her last FGB meeting. Laurel Townend therefore placed on record her thanks to Jill both personally and on behalf of the FGB for the dedication and commitment she had shown throughout her time as a school governor. Jill hard worked very hard on behalf of the school and the FGB and she would be much missed. The Headteacher also placed on record her thanks to Jill for her service to the school. Jill responded accordingly.</p>
25	<p>Date of Next Meeting</p> <p>The next meeting of the Full Governing Body is on Monday 18 November 2019 commencing at 4.00 PM</p>

The meeting ended at 6.25 PM

ACTION POINTS

Agenda Item	ACTION	By whom
15.	The Co-Chair (LT) would prepare a summary of the findings and provide feedback to members of staff.	LT

18.	SDP/SEF - there will be a report on the SDP/SEF to the meeting of the Strategy Committee taking place on 29 October 2019 and the meeting of the FGB taking place on 18 November 2019.	
22.	<p>(i) Complaints Policy – agreed subject to the flow chart being updated.</p> <p>(ii) Relationships and Sex Education Policy - to be reported to the meeting of the Strategy Committee taking place on 29 October 2019.</p>	<p>HT</p> <p>HT</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: