

BRUNSWICK HOUSE PRIMARY SCHOOL

MINUTES OF A MEETING OF THE FULL GOVERNING BODY HELD ON MONDAY 18 November 2019

Present: Laurel Townend (Co-Chair in the Chair), John Bateson-Cooper (Co-Chair), Neil Andrews, Bryan Douglas, Ellie Dunnet, Clare Fullagar, Nadia Pennell, David Stead, Faye Wilks and Wendy Skinner.

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

The meeting commenced at 4.00 PM

Agenda Item	Main Discussion
	The meeting was quorate.
1.	<p>Welcome and apologies</p> <p>The Chair welcomed everyone to the meeting.</p> <p>No apologies for the meeting had been received from Gabriella Alexandru. Laurel Townend said as Gabriella had now missed several meetings, she would contact her to establish if she wished to continue as a school governor.</p>
2.	<p>Declaration of Business Interests</p> <p>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.</p>
3.	<p>Election of Co-Chairs of the Full Governing Body</p> <p>(i) As Laurel Townend would not be continuing as a governor when her term of office expires on 11 December 2019 it was necessary for the FGB to elect Co-Chairs for the period to end on the last day of July 2020.</p> <p>(ii) David Stead proposed, and Wendy Skinner seconded that John Bateson-Cooper and Ellie Dunnet be elected Co- Chairs of the Brunswick House Primary School Full Governing Body for the period to 31 July 2020. Carried unanimously</p> <p>(iii) For the purposes of continuity. the FGB agreed that Laurel Townend should remain in the Chair for the remainder of this meeting.</p>

4.	<p>Election of Vice Chair of the Full Governing Body</p> <p>Neil Andrews was unanimously elected as the Vice-Chair of the Brunswick House Primary School Full Governing Body for the period to 31 July 2019.</p>	
5.	<p>Governor Appointments</p> <p>New Parent Governor – The FGB welcomed Faye Wilks as the new Parent Governor representative on the FGB.</p> <p>Mr David Stead – Although his term of office was due to end on 11 December 2019, David Stead said he would be happy to remain as a member of the FGB until July 2020. This was unanimously agreed, and Laurel Townend thanked David Stead on behalf of the FGB for agreeing to continue as a governor for this period of time.</p> <p>Nicola McLeish – Laurel Townend advised the meeting that due to increasing work commitments Nicola McLeish had reluctantly decided to step down as a governor. On behalf of the FGB Laurel Townend placed on record her thanks to Nicola for all her hard work and commitment to the FGB and the school.</p> <p>Vacancies</p> <p>(i) There were currently two vacancies for co-opted governors. There had been expressions of interest and these were being pursued.</p> <p>(ii) The FGB needs to nominate a governor to become the Local Authority representative on the FGB. However, given the recent membership changes and the possibility of new governors joining in the foreseeable future, it was agreed this would be looked at again in the new year. In the meantime, the Clerk would contact the educationpeople (KCC) and advise them of the situation.</p> <p>Membership of Committees and Panels – in the light of both recent and possible pending membership changes it would be necessary to review before the next meeting of the FGB appointing a new chair for the Finance and Resources Committee and the membership of committees and panels.</p>	
6.	<p>Minutes of the meetings held on 15 July 2019.</p>	
	6.1	<p>The Minutes for the meeting held on 15 July 2019 were approved and signed by the Chair as a true record.</p>
	6.2	<p>Matters arising.</p> <ul style="list-style-type: none"> • Staff Questionnaire - Laurel Townend reported this anonymous survey had now been completed and she placed on record her thanks to all those members of staff who had taken part. The findings of the survey had now been shared with the Headteacher who has shared responses to issues

		<p>raised with staff. Another member of the FGB would need to commence the next survey sometime in the Spring of next year.</p> <ul style="list-style-type: none"> Complaints Policy- The Headteacher said another local school had recently updated its Complaints Policy in the light of advice it had received from the DfE. She therefore wanted to review the policy the school had in place and would report on that to the next meeting of the FGB.
7.	<p>Notification of Urgent Items</p> <p>Quote for Sensory Garden – The FGB confirmed its approval to the quote from Greenwoods as detailed by the Headteacher.</p>	
8.	<p>Register of Business Interests and Governor Code of Conduct</p> <p>Governors were asked to review their personal profile on Governor Hub and update their Business Interests as necessary.</p>	
9.	<p>Reports from the latest Round of Committee Meetings.</p> <p>(i) Learning and Development Committee – 1 October 2019 [- Report by Nadia Pennell</p> <ul style="list-style-type: none"> As Nicola McLeish has stepped down there is a vacancy on the Committee. The performance figures for KS1 were very good and in KS2 performance was above or in line with the national average in reading, writing and maths. However, there had been a slight dip in the figure for greater depth reading compared to last year. The Headteacher said whilst overall, the current set of performance figures were very pleasing there could be no complacency and the school remained wholly focused on improving performance outcomes for all pupils, including those who had additional educational needs and challenges. The school was being proactive in developing Senior and Middle Leaders and had written a Developing Staff document. Part of this include training opportunities and coaching courses so senior staff could in turn pass on their newly acquired skills and learning to other members of staff. Ofsted – The Headteacher would be arranging for staff and Governors to have some Ofsted practice interviews and would ask Matt Dixon to help with delivering that. Policies – the Committee has approved – Healthy Schools, Online Safety and Pupil Premium. <p>(ii) Finance and Resources – 10 October 2019 – Report by Ellie Dunnett</p> <ul style="list-style-type: none"> Committee members are now receiving a monitoring update on a monthly basis. Sensory Garden - As already reported the school has undertaken a tender process and has secured a preferred provider. 	

	<ul style="list-style-type: none"> • Staff Absences – the figures are being shared with F &R Committee members on a monthly basis. <p>(iii) Strategy Committee – 29 October 2019 – Report by John Bateson-Cooper</p> <ul style="list-style-type: none"> • Parent Governor Election – The count was overseen by the Committee Chair and Bryan Douglas. • Staff Development Plan – Discussed at the last meeting and now on this agenda for consideration by the FGB. • Inset Day – Attended by Committee Chair and David Stead. A very good day with a focus on how children remembers; curriculum development and Ofsted inspection.. • The Headteacher said that the inset day was taking place on Friday 27 March 2020. This would include a training session on Online Safety commencing at 1.30 PM to which all governors were urged to attend. • Keeping Children Safe in Education – this is already on this agenda. • Health and Safety – A Fire Safety Walk has been undertaken and John Bateson-Cooper detailed the actions which would now be taken. These included installing additional smoke detectors, especially in and around the kitchen area. • The Committee has agreed the Severe Weather Policy.
<p>10.</p>	<p>Governor Training</p> <ul style="list-style-type: none"> (i) Governors were reminded that they should load the details of any training they had undertaken onto the training Google page and on Governor Hub. (ii) Neil Andrews briefed the meeting on a Curriculum development training day he had attended on 10 October 2019. He said this was an excellent day and highlighted how music and the arts in general can play such a constructive role in learning. Also, how changes in technology will have a corresponding know on effect for future training and career opportunities. The Headteacher said the school was already using the arts and sport to enrich pupil learning. A full copy of his report is in the meeting folder on Governor Hub. (iii) Ellie Dunnet said she had booked onto a course covering the new Ofsted inspection regime.
<p>11.</p>	<p>Governor Monitoring</p> <ul style="list-style-type: none"> (i) Governor Monitoring Grid for 2019/20 – the FGB noted the latest update. (ii) Governor Monitoring Reports -The FGB noted the following monitoring reports: <ul style="list-style-type: none"> • EYFS – report by Clare Fullagar • Pupil Voice – report by Clare Fullagar • Attendance – report by Clare Fullagar • SEND – report by David Stead • English – report by Nadia Pennell • Curriculum – report by Neil Andrews

	<p><i>A copy of each of the above is in the folder for this meeting on Governor Hub</i></p> <ul style="list-style-type: none"> • Maths – John Bateson-Cooper – the final copy will be circulated to governors under separate cover. <p>Pay Panel – report previously circulated – noted.</p> <p>Headteacher Pay Panel – this was taking place on 9 December 2019. Laurel Townend would prepare a draft of the recommendations and circulate for approval via email.</p>
12.	<p>Governor Development Plan</p> <p>Laurel Townend said the GDP had largely been rolled over from last year and she had made some amendments for 2019/20.</p> <p>Governor News Letter – Laurel Townend said she would start preparing a Christmas edition of the Governor News Letter.</p>
13.	<p>Health and Safety</p> <p>The FGB noted the reports on the recent Health and Safety Audit and the Fire Action Audit.</p>
14.	<p>Keeping Children Safe in Education</p> <p>Governors signed a register confirming they had read Part 1 of the DfE regulations on Keeping Children Safe in Education.</p>
15	<p>Headteacher’s Report.</p> <p>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. The following areas were highlighted.</p> <p>Pages 1 and 2 - Governors noted the Headteacher’s report relating to staffing matters. Christina Whitehead had been appointed as the Office Manager and would be taking responsibility for the Single Central Record.</p> <p>Page 3 – Curriculum – All teachers have submitted their timetables for the term – this enables the Headteacher to monitor for coverage and drop in on a range of subjects to ensure the school is providing a broad and balanced curriculum. Assessments would be analysed at the end of Term 2 and meetings with subject leaders would be held in order to identify areas of strength and subjects where additional support/challenge was required. All this work provides strong links to Ofsted and Curriculum development.</p> <p>Page 3 - SEND – The full SEND report was set out in Appendix B to the Headteachers report was noted by Governors. The Schools Pupil Premium statement has been completed and was</p>

	<p>set out in Appendix C to the report. The completed report would now be loaded onto the school website.</p> <p>Page 3- Attendance – The latest set of attendance figures for all pupils across the school was set out in Appendix C. The Headteacher said pupil absences increase at this time of year but the school continued to take robust action to address all absence issues.</p> <p>Page 4 – Parent Forum – Faye Wilks would now be the FGB representative on the Parent Forum.</p> <p>Page 4 – Sensory Garden – the tender process has now been completed and The FGB unanimously approved the contract being awarded to Greenwood.</p> <p>Page 4 – Behaviour – The school continues to take actions to ensure there is a consistent approach to behaviour and standards.</p> <p>Page 4 – Health and Safety</p> <ul style="list-style-type: none"> • Health and Safety Action Grid – Appendix D of the Headteacher’s report. • Fire Safety Action Grid – Appendix E of the Headteacher’s report. <p>The Headteacher said the school was actively putting in place measures to meet the recommendations made in these reports.</p> <p>The next fire drill was taking place on Thursday 21 November 2019 with the next Governor health and safety walk round taking place on 5 December 2019.</p> <p>Page 5 - Dates for Governors – noted – The Chair encouraged all Governors to come along to the school on 13 December to serve Christmas lunch to the pupils and take part in what is always a festive and enjoyable occasion.</p> <p>Sports Fund Statement – in answer to a question from a governor, Clare Fullagar said that the school always did its best to encourage girls to participate in the various sports club the school has available for pupils. Clare Fullagar said that regretfully some parents do not wish their child to engage in sports activities and clubs.</p> <p>Discussion on the Headteacher’s 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>
<p>16.</p>	<p>School Development Plan and SEF</p> <p>The Headteacher said the Plan demonstrated how the school was committed to providing an outstanding curriculum and high pupil achievement.</p> <p>The current focus was on improving phonics, spelling, grammar and punctuation. Across the school standards in English and maths continued to be closely monitored with there being a focus on reading.</p> <p>Governors placed on record their thanks to the Headteacher for her report and said they fully supported the aims and priorities of the school as set out in the SDP and SEF.</p>

17.	<p>Staff Development Plan</p> <p>Noted</p>
18.	<p>GDPR</p> <p>There have been no GDPR breaches since the last meeting of the FGB.</p>
19.	<p>Policies</p> <ul style="list-style-type: none"> (i) Policy Timetable – Agreed (ii) Relationships and Sex Education – The Headteacher reported that in the light of advice only recently received from the DFE this policy had been renamed the Relationships and Education Policy and would require some major amendments to reflect current government thinking. Therefore, the Policy will be reviewed at the next meeting of the FGB. (iii) Freedom of Information – Approved (iv) Health and Safety – Approved subject to some minor textual amendments as reported by the Headteacher. (v) Accessibility Plan – Action Plan has been updated - Approved (vi) Intimate Needs – Approved
20.	<p>Urgent Business</p> <p>None</p>
21	<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>
22.	<p>Laurel Townend.</p> <p>As Laurel Townend was stepping down as a Governor this would be her last FGB meeting. Governors therefore placed on record their thanks to Laurel both personally and on behalf of the FGB for the dedication and commitment she had shown throughout her time as a school governor and the Co-Chair of the FGB. Laurel had 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 Laurel for her service to the school. Laurel responded accordingly.</p>

23	Date of Next Meeting The next meeting of the Full Governing Body is on Monday 9 March 2020 commencing at 4.00 PM
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The meeting ended at 6.25 PM

ACTION POINTS

Agenda Item	ACTION	By whom
5.	FGB Local Authority representative – given the recent membership changes and the possibility of new governors joining in the foreseeable future, it was agreed this would be looked at again in the new year. In the meantime, the Clerk would contact the education people (KCC) and advise them of the situation. Membership of Committees and Panels – in the light of both recent and possible pending membership changes it would be necessary to review appointing a new chair for the Finance and Resources Committee and the membership of some committees and panels.	Clerk Govs/Clerk
6.	Complaints Policy- The Headteacher to review the current policy and report to the next meeting of the FGB. Staff Survey – A member of the FGB would need to commence the next survey sometime in the Spring of next year.	HT All
11.	(i) Maths Monitoring Report – John Bateson-Cooper – the final copy will be circulated to governors under separate cover. (ii) Headteacher Pay Panel – this was taking place on 9 December 2019. Laurel Townend would prepare a draft of the recommendations and circulate for approval via email.	LT
12.	Governor newsletter – Laurel Townend said she would start preparing a Christmas edition of the Governor newsletter.	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 Chair

Date: