

BRUNSWICK HOUSE PRIMARY SCHOOL

MINUTES OF A MEETING OF THE FULL GOVERNING BODY
HELD ON MONDAY 9 MARCH 2020

Present: John Bateson-Cooper (Co-Chair in the Chair), Ellie Dunnet (Co-Chair), Neil Andrews, Bryan Douglas, Stephen Fenniche, Nadia Pennell, Faye Wilks and Wendy Skinner.

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

The meeting commenced at 4.00 PM

| Agenda Item | Main Discussion |
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| | The meeting was quorate. |
| 1. | <p>Welcome and apologies</p> <p>(i) The Chair welcomed everyone to the meeting especially Lucy Steward, the schools newly appointed deputy Headteacher who attended for the purpose of introducing herself to the members of the FGB. When she takes up her appointment full time Lucy would amongst her other responsibilities be taking on the role of the school's SENCO.</p> <p>(ii) Apologies from David Stead were received and approved.</p> |
| 2. | <p>Declaration of Business Interests</p> <p>Mr John Bateson-Cooper made a general declaration in accordance with relevant policies and procedures as he sometimes undertook electrical contract work within the school.</p> |
| 3. | <p>Governor Appointments and Membership</p> <p>(i) The Chair congratulated Stephen Fenniche on his election to the FGB as the Staff Governor. He also placed on record the thanks of the FGB to Clare Fullagar for help and support during her term of office as the Staff Governor. He also welcomed the fact that Clare would continue to attend governor meetings in her capacity of Deputy Headteacher.</p> <p>(ii) Adrian Moll – The Chair said Mr Moll had hoped to attend this meeting but that he was unable to be present because of a last-minute family commitment. Therefore, his appointment as a governor would be held in abeyance until the next meeting and the Chair said he would contact Mr Moll and advise him accordingly.</p> <p>(iii) Ellie Dunnet said in respect of new governors she had a couple of potential leads and would be following these up.</p> |

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| 4. | Minutes of the meetings held on 18 November 2019. |
| 4.1 | The Minutes for the meeting held on 18 November 2019 were unanimously approved and signed by the Chair as a true record. |
| 4.2 | <p>Matters arising.</p> <ul style="list-style-type: none"> • FGB Local Authority Representative – The Clerk confirmed he had spoken to KCC Governor Services to advise them that the school was still looking to recruit governors and therefore continued to find it difficult to put forward a nomination to become the Local Authority representative. • Complaints Policy – This had now been updated in accordance with advice received from KCC and had been agreed at the meeting of the Strategy Committee held on 3 February. This action was unanimously endorsed by the FGB. • Staff Survey – Faye Wilks was thanked for agreeing to take on responsibility for conducting the Staff Survey. • Headteacher Pay Panel – The FGB unanimously agreed that the Headteacher Pay Panel should now consist of Ellie Dunnet, Neal Andrews and Bryan Douglas. • Governor Newsletter – this would be coordinated by the two FGB Co-Chairs. <p>Register of Business Interests - Governors were asked to review their personal profile on Governor Hub and update their Business Interests as necessary.</p> |
| 5. | <p>Notification of Urgent Items</p> <p>The Coronavirus – The Headteacher briefed the meeting on the rigorous approach and actions she had already put in place across the school site in response to the consequences arising from the outbreak of the Coronavirus in the UK. She said the school had already adopted a number of the measures now being recommended by the Government and going forward the school would continue to follow government and local authority guidance. The school had already written to all parents and carers about the measures it had put in place and that communication would continue and increase as appropriate in response to the challenges the virus posed to all those in the school community.</p> <p>The FGB thanked the Headteacher for her report and placed on record its support to her and her staff in all what they had and were doing to address the issues raised by this virus.</p> |



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| 6. | <p>Reports from The Latest Round of Committee Meetings</p> <p>(i) Finance and Resources Committee – 14 January 2020 – The Chair of the Committee reported that at this meeting the Committee had received and approved the 9 Month budget monitoring report which showed that currently the predicted roll-over was some £52951.00. The Voluntary Fund had now been closed and work had commenced on the garden project.</p> <p>The FGB thanked the Chair of the F & R Committee for her report and endorsed the decisions which had been taken at that meeting in respect of the predicted roll-over, the Voluntary Fund and the Garden project.</p> <p>(ii) Learning and Development Committee - 30 January 2020 – The Chair of the Committee reported that at this meeting the Committee had considered and approved the Term 2 Data report and agreed a number of Policies.</p> <p>The FGB thanked the Chair of the Learning and Development Committee for her report and unanimously endorsed the decisions that the Committee had taken in respect of the Term 2 Data and the school policies which had been discussed.</p> <p>(iii) Strategy Committee – 3 February 2020 – The Chair of the Committee said that at this meeting the Committee had received a briefing from Catherine Beadle who said the school’s Relationship Policy now reflected current Government guidance. The policy covered the school’s approach to Relationships Education which would become a statutory component of the PSHE and Citizenship curriculum from September 2020.</p> <p>As mentioned in paragraph 4.2 above, the Complaints Policy had now been updated in accordance with advice received from KCC. That advice and the revised Policy had been reviewed at the meeting of the Strategy Committee held on 3 February and that action was unanimously endorsed and approved at this meeting of the FGB.</p> |
| 7. | <p>Headteacher’s 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. The following areas were highlighted:</p> <p>(ii) Page 1- the Headteacher briefed the FGB on several staffing matters as detailed in her report.</p> <p>Page 3 - The Headteacher updated Governors on the latest actions being taken by her and her staff to ensure the continued delivery of quality education across the school. In English an open and continuous dialogue enabled children to be part of the editing and writing process. Activities that scaffold children's writing were well used and ensured all learners’ needs were being catered for. The school’s positive approach to Behaviour for</p> |



Learning was embedded in some classrooms and needed to be consistent across the whole school.

In science, a scientific vocabulary had been introduced and picked out in marking and feedback, linking the learning to maths. Adults in the lesson were extending pupils' understanding and pupil engagement was high when they were all actively participating in the lesson.

In Maths pupils played an active part in their learning and misconceptions were shared and overcome as part of a whole class process. Reasoning was explored and pupils were always encouraged to use the correct mathematical vocabulary.

Guided Reading used a range of activities based on reading skills and reading for pleasure. All adults engaged in pupils learning. Activities are also linked to current learning.

Page 3 - Achievement for All programme – The Headteacher said that together with Miss Fullagar she had led a training at which staff were encouraged to evaluate the session and celebrate ways in which they support and challenge the children on this programme.

Page 4 - Curriculum – the Headteacher said the school had run a variety of training sessions with staff on the curriculum. Four more sessions would be held during Terms 5 and 6, to provide staff with the time to complete their planning for Term 1 2020 and to review this year's implementation.

Page 4 – SEND – The FGB noted the SEND report as set out in Appendix A of the Headteachers report.

Page 4- Financial Management of the School – The January 2020, 9 monthly monitoring showed a predicted rollover of approximately #55, 000. That include the money saved from the absence of a second deputy headteacher from January to April 2020. This would be affected by staff absences where pre-existing claims were not covered by the current insurance provider.

Page 5 – Attendance – The Headteacher said the robust approach to pupil absences which the school adopted continued to show positive results and this demonstrated that the actions it had in place were really making a difference.

Page 5 Safeguarding – The Headteacher provide governors with an update on the actions being taken to support children and families. She also outlined the actions the school took to deal with any online safeguarding concerns. All these are recorded on *MY CONCERN* along with any other safeguarding concerns. A date needed to be set for a Term 4 Safeguarding visit by Ellie Dunnet, the Safeguarding Governor.

Page 5 - Staff Absence: Planned and Unplanned – The Headteacher referred Governors to Appendix D of her report and the briefing she had given at the last meeting of the Parent Forum on the approach the school adopted in ensuring parents were properly informed when a teacher would be out on certain days and the actions taken to ensure there was proper and adequate cover.

Page 6 – Health and Safety – The Headteacher said the school had reviewed its Fire Safety and Health and Safety action plans. All outstanding actions had been delegated to the appropriate staff/governor member of the H and S group. That needed to be reviewed again in Term 5

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| | <p>ensure all actions had been completed. The next whole school fire drill was on Tuesday 24th Mar at 10am and the next governor health and safety walk round was on Monday 30th March 9.10am.</p> <p>Sports – The briefing by Clare Fullagar was noted with thanks.</p> <p>Discussion on the Headteacher’s report concluded with the Chair thanking her on behalf of the FGB for her comprehensive report on which they had no further questions other than those which had been asked during discussion.</p> |
| 8. | <p>Schools Financial Value Standard</p> <p>(i) A copy of the SFVS had been previously circulated to all members of the FGB.</p> <p>(ii) Ellie Dunnet as the FGB Co-Chair and the Chair of the Finance and Resources Committee said she had reviewed the SFVS and commended it to the FGB for approval and submission to Kent County Council.</p> <p>(iii) Following discussion, it was unanimously agreed that Ellie Dunnet should sign off the SFVS on behalf of the FGB and arrange for its submission to Kent County Council.</p> |
| 9. | <p>Policies</p> <p>(a) Policies Timetable - approved unanimously</p> <p>(b) Policies:</p> <p>(i) Governor Allowances – approved unanimously</p> <p>(ii) Finance Policy - approved unanimously</p> <p>(iii) Pay Policy - approved unanimously</p> <p>(iv) Complaints Policy – <i>(as discussed at the meeting of the Strategy Committee held on 3 February 2020)</i> - approved unanimously</p> |
| 10. | <p>Governor Monitoring</p> <p>(i) Governor Monitoring Grid for 2019/20 – the FGB noted the latest update.</p> <p>(ii) Governor Monitoring Reports -The FGB noted with thanks the following monitoring reports:</p> <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 • Curriculum – report by Neil Andrews |

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| | <p><i>A copy of each of the above is in the folder for this meeting on Governor Hub</i></p> <p>Safeguarding – This report would be submitted to the next FGB meeting (Ellie Dunnet)</p> <p>Maths – This report would be submitted to the next FGB meeting.</p> <p>Health and Safety - This report would be submitted to the next FGB meeting. (John Bateson-Cooper)</p> <p>EYFS and Pupil Outcomes – These monitoring areas would now be monitored by Stephen Fenniche</p> <p>Sport – This would now be monitored by John Bateson-Cooper</p> <p>Send and Pupil Voice – Faye Wilks would shadow David Stead on SEND. In addition, she would also take on the monitoring of Pupil Voice.</p> |
| 11. | <p>Governor Training and Skills Audit.</p> <p>(i) Neal Andrews briefed the meeting on training session he had attended on 20 January 2020 entitled ‘Promoting and Monitoring a Broad and Balanced Curriculum’.</p> <p>(ii) Faye Wilks and Bryan Douglas provided feedback on the Governor Briefing they had attended on 20 March 2020.</p> <p>Skills Audit - Prior to the meeting a copy of the NGA Skills Audit for Governing Bodies had been circulated. All Governors were asked to complete the audit form and return it to Ellie Dunnet by no later than Friday 27 March 2020.</p> |
| 12. | <p>Governor Action Plan</p> <p>Ellie Dunnet said this was ongoing and that she would bring an update to the next meeting.</p> |
| 13. | <p>Health and Safety</p> <p>(i) John Bateson-Cooper said he would be undertaking a school walk round on Monday 30 March 2020.</p> <p>(ii) John Bateson-Cooper confirmed that the paperwork around the recording of any hazardous substances had been tightened up and the records were kept in the school office.</p> <p>(iii) The Headteacher said she had put in place a number of actions and procedures designed to make the school safe even safer.</p> <p>(iv) The Headteacher said following the recent fire alarm survey some additional smoke detectors would be installed around the kitchen and the boiler room. She also said the Site</p> |



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| | <p>Manager had now undertaken a refresher training course on the monitors designed to detect legionnaires disease.</p> <p>(v) Emergency Lighting - over the next two to three weeks the emergency lighting along the lower corridor would be upgraded.</p> |
| 14. | <p>GDPR</p> <p>There had been no GDPR breaches since the last meeting of the FGB.</p> |
| 15. | <p>Urgent Business</p> <p>None</p> |
| 16. | <p>Review of Meeting and Confidentiality</p> <p>The Full Governing Body agreed that it had properly dealt with all items on the agenda for this meeting and there were no matters requiring a confidential minute.</p> |
| 17. | <p>Date of Next Meeting</p> <p>The next meeting of the Full Governing Body is on Monday 18 May 2020 commencing at 4.00 PM. (Budget Meeting)</p> |

The meeting ended at 5.45 PM

ACTION POINTS

| Agenda Item | ACTION | By whom |
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| 3. | <p>Adrian Moll –potential new governor – consideration of this appointment would be held in abeyance until the next meeting and the Chair would contact Mr Moll to advise him accordingly.</p> <p>(iii) Ellie Dunnet would be following up on some potential leads she had for new governors.</p> | <p>JB-C</p> <p>ED</p> |
| 8. | <p>Schools Financial Value Standard – the approved SFVS would be submitted to KCC on behalf of the FGB.</p> | ED |
| 10. | <p>Governor Monitoring</p> <p>Safeguarding – This report would be submitted to the next FGB meeting (Ellie Dunnet)</p> <p>Maths – This report would be submitted to the next FGB meeting. (John Bateson-Cooper)</p> <p>Health and Safety - – This report would be submitted to the next FGB meeting. (John Bateson-Cooper)</p> | <p>ED</p> <p>JB-C</p> <p>JB-C</p> |



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| 11. | Skills Audit - All Governors were asked to complete the audit form and return it to Ellie Dunnet by no later than Friday 27 March 2020. | All |

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 *John A. Bates-Cooper* Chair

Date: *18-5-20*