



Brunswick House Primary School

Full Governing Board

Hybrid Meeting

Date and time:	Tuesday 4 th October 2022 at 4pm – The meeting started at 4:10pm	
All Present:	Bhavini Kundaiker (Co-Chair – BK), Wendy Skinner (Headteacher - WS), Nadia Pennell (NP), Darshna Patel (DP), Tracey Stephens (TS) Virtual: Shaf Allyman (Co-Chair – SA), Liam Sale (LS), Neal Andrews (NA)	
Apologies:	None	Accepted: N/A
Absent:	None	
Others in attendance:	Liz Bharj (Governance Professional – LB) - Virtual Lucy Steward (Deputy Headteacher for Inclusion) (LSt) Clare Fullagar (Deputy Headteacher) Head Boy and Head Girl Katie Brigden – Maths Lead (G.Q. – Governor Question)	

	Item	Actioned by
1.	<p>Meet the New Head Girl and Head Boy</p> <ul style="list-style-type: none"> Governors met the new Head girl and boy <p>Governors talked to the pupils and asked them questions about their hopes and aspirations in these roles. The children mentioned their planned work on play resources, behaviour in communal areas of the school and presentation in pupils' books.</p>	
2.	<p>Presentations from School Leaders</p> <p>Maths – Katie Brigden</p> <ul style="list-style-type: none"> KB circulated a summary of the work that has been carried out in Maths and then talked through the summary for governors LS confirmed as Maths Link he had met with KB to discuss this in more detail <p>Questions were noted below:</p> <p>GQ. Are there any families which require use of electronics as they don't have access to laptops? A. We did when Covid hit, but since been told the software on the laptops that were given to the school will run out and we will be sent passcodes to not get locked out of the laptops and will have to load our own software on to the laptops which may render the laptops unusable</p> <p>GQ. If we are not allowed to provide laptops at home, how do we fill that gap for the children in need? A. The DfE laptops can still be used but have to login and ensure access is not lost ??</p> <p>GQ. What are the Maths initiatives that are being relaunched? A. The rewards are for class work and not home work</p> <p>GQ. What percentage of computer work is given as home work? A. Only 5-10 minutes a day. There are websites which have good paper based activities to complete</p>	

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RESPECT EMPATHY TEAMWORK SELF BELIEF HONESTY

	<p>English</p> <ul style="list-style-type: none"> WS confirmed Heather Zigler, the English Lead had gone home unwell but her summary had been added to GovernorHub WS gave a summary of her report Governors thanked KB for attending and KB left at 4:31pm 	
3.	<p>Apologies for absence</p> <ul style="list-style-type: none"> No apologies had been received as all governors were present Apologies from Miss Zigler were relayed 	
4.	<p>Identification of AOB</p> <ul style="list-style-type: none"> None identified 	
5.	<p>Declarations of Business Interests</p> <ul style="list-style-type: none"> LB confirmed the details required to be declared on GovernorHub under the governor profiles LB stated a report can be pulled off GovernorHub but confirmed this item at each meeting is just to confirm if there are any interests against the agenda No declarations of interest were declared 	
6.	<p>Minutes of FGB on 18th July 2022</p> <p>Amendments</p> <ul style="list-style-type: none"> Amendments were highlighted below: <ul style="list-style-type: none"> add KS one data is it is referenced in the minutes Add BK as attended and not absent Page 3 section 5 second stage needs word 'outstanding' adding in With the above amendments the minutes were agreed as an accurate reflection of the meeting <p>Actions</p> <ul style="list-style-type: none"> H&S link was circulated – SA coming in to meet Vanessa Drew, SBM and will review prior to the meeting Governors need to be aware of the actions from the Health & Safety report 	
7.	<p>School Update</p> <p>Headteachers update</p> <ul style="list-style-type: none"> The report was circulated prior to the meeting and questions were invited No questions were asked <p>Tutoring Programme Update</p> <ul style="list-style-type: none"> CF confirmed they managed to secure the tutor again this year. Gaps are in Year 2 and 5 CF confirmed the tutor will be working with children in KS2 for those children who did not pass the phonics screening in Year 1. CF confirmed the tutor will work with children daily for and review at half term the progress the children have made Governors recognised activities in Breakfast Club are linked to reading and maths priorities <p>SEND report</p> <ul style="list-style-type: none"> Governors recognised the level of need had increased, with increased support being given from TAs in other year groups. Governors are aware of the high numbers of SEND children in reception and Year 1 <p>GQ. Are you still receiving the administrative help with the SEND paperwork?</p> <p>A. Yes, three mornings a week currently doing basic admin which has helped but is being trained to do more things</p> <p>GQ. The national average percentages, have they changed from last year?</p> <p>A. These haven't been changed yet but they don't separate EHCPs from high needs funding. In the next report there will be an EHCP column and a high needs funding column as they are separated</p> <ul style="list-style-type: none"> Governors requested percentages for previous years to build a picture on her report. <p>Data report for Term 1</p>	

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RESPECT

EMPATHY

TEAMWORK

SELF BELIEF

HONESTY

	<p>Governors recognised Foundation Stage data is slightly below national but they achieved outstanding results in other areas of the curriculum</p> <ul style="list-style-type: none"> Phonics – 71% passed N/A 75% KS1 – slightly under National Average for everything but children made good progress from the start of the year KS2 – very good progress and attainment, all above NA 2022 statistics. <p>Action: CF to send data monitoring report to LB for uploading to GovernorHub</p> <p>GQ. Were there any issues that were in the school’s control that they could have addressed?</p> <p>A. Both year 2 teachers are experienced teachers but the children didn’t have the full year of education but they had a lot of additional tutoring given and had two full time TAs in one class</p> <p>GQ. How do the results compare with other schools in the local authority?</p> <p>A. There is no formal report on this but a Schools’ adviser has confirmed the school has done well at KS2</p> <p>Staff Questionnaire</p> <p>GQ. Governor communications were raised as staff members didn’t know what governors do. How have governors historically done this and how can we do this now?</p> <p>A. Pre-Covid governors came into school and attended celebrations with the children. There are now lots of informal opportunities to come in for prize givings assemblies, pupil questionnaire, school council, and not just visiting your subject links</p> <p>Action: WS to send governors list of dates governors can attend in school celebrations with children and historical governor newsletter to governors</p> <ul style="list-style-type: none"> WS confirmed her biggest concern was the low number of staff who completed the questionnaire (only 19) SA suggested having a note sent with the survey to confirm higher participation is required 	CF
8.	<p>School Development Plan Summary 2022/23 for approval</p> <ul style="list-style-type: none"> Questions were invited WS stated first 10 pages are SEF Governors requested dates when the SDP is updated to be added Governors unanimously approved the SDP 	
9.	<p>Policies</p> <p>SEND/SEN Information Report</p> <ul style="list-style-type: none"> Governors recognised it had been updated with changes were taken from KELS1 Email address to be changed to clerk@ email address on SEND policy for LB to forward any emails to LF <p>Child Protection</p> <ul style="list-style-type: none"> Governors recognised it had been updated to reflect changes in KCSIE 2022. SA and BK must read all KSCIE document as new Co-Chairs and Safeguarding governor WS confirmed all governors must complete the Safeguarding training annually and reading Part 1 and 2 of KCSIE 2022 CP training for governors to be held on 11th October 2022 at 4-6pm <p>Recruitment including Safer Recruitment</p> <ul style="list-style-type: none"> Governors recognised this had been updated since July 2022, to reflect the school are able to check social media profiles before interview <p>Behaviour</p> <ul style="list-style-type: none"> Governors recognised behaviour chart removed as it reinforced negative behaviour; the sanction and rewards grid updated; and DOJO points are awarded and not removed <p>Uniform</p> <ul style="list-style-type: none"> Governors recognised uniform policy must be published on the website and must outline cost 	

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	<ul style="list-style-type: none"> • Governors suggested supermarket name could be added of where the uniform can be brought, and agreed for a date to be added, the school cannot advertise the names of companies in its policies. <p>Charging & Remissions</p> <ul style="list-style-type: none"> • Governors noted no changes had been made <p>Appraisal</p> <ul style="list-style-type: none"> • Governors noted this had been updated <ul style="list-style-type: none"> • Governors approved the above policies 	
10.	<p>Governor Admin</p> <p>Terms of Reference</p> <ul style="list-style-type: none"> • Governors highlighted the names must be changed to reflect the current governing board • Governors clarified the points about the remit of the FGB, highlighted in the ToR <p>GQ. Does the insurance we have cover liability claims?</p> <p>A. The insurance covers anyone employed by the school</p> <p>GQ. Does this also cover Governors?</p> <p>A. No, but this is not required as governors must not act alone on decisions, and <u>must not</u> speak on behalf of the governing board without expressed consent</p> <ul style="list-style-type: none"> • With the highlighted amendment, the governors approved the ToR <p>DBS</p> <ul style="list-style-type: none"> • Governors confirmed their DBS were up to date <p>Instrument of Government</p> <p>Action: LB to speak with KCC regarding the term of office for governors being 3 year term on the Instrument of Government</p> <p>Code of Conduct</p> <ul style="list-style-type: none"> • All governors confirmed they agreed to the Code of Conduct <p>Action: Governors to confirm they agree to the Code of Conduct in their profiles in GovernorHub</p> <p>Governor Training including Safeguarding Training and KCSIE 2022</p> <ul style="list-style-type: none"> • WS has circulated governor training to all governors and emphasised the importance of attending. • WS highlighted the importance of new governors attending the induction training <p>Governor Monitoring Schedule</p> <ul style="list-style-type: none"> • WS circulated the governor monitoring schedule prior to the meeting 	<p>LB</p> <p>ALL</p>
11.	<p>GDPR</p> <ul style="list-style-type: none"> • WS confirmed they had a minor breach which they reported to the ICO and no further action was required 	
	<p>Headteacher Appraisal and Pay Committee Reports</p> <ul style="list-style-type: none"> • <i>This item was minuted under Part 2 minutes</i> 	
10	<p>Review of Meeting and Confidentiality</p> <ul style="list-style-type: none"> • LB confirmed the Headteacher Appraisal and Pay Committee reports to be added to Part 2 Minutes 	
	<p>Date of next meeting: Tuesday 29th November 2022 at 4pm</p>	

The meeting closed at 6:28pm

Actions	By Whom	By When
CF to send moderation report to LB for uploading to GovernorHub	CF	ASAP
Governors to confirm they agree to the Code of Conduct in their profiles in GovernorHub	All	ASAP

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LB to speak with KCC regarding the term of office for governors being 3 year term on the Instrument of Government	LB	ASAP
WS to send governors list of dates governors can attend in school celebrations with children and send historical governor newsletter to governors	WS	ASAP

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