



Brunswick House Primary School

Full Governing Board

Virtual Meeting

Date and time:	Monday 7 th February 2022 at 4pm	
All Present virtually:	Ellie Dunnet (Chair of Governors- ED), David Stead (DS), Tracy Stephens (TS), Neal Andrews (NA) (joined at 4:12pm), Bhavini Kundaiker (BK), Stephen Fenniche (SF), Wendy Skinner (Headteacher - WS)	
Apologies:	None	Accepted: N/A
Absent:	Nadia Pennell	
Others in attendance:	Liz Bharj (Governance Professional – LB) Lucy Steward (Deputy Headteacher for Inclusion) Clare Fullagar (Deputy Headteacher)	

G.Q. – Governor Question

	Item	To Be Actioned by
1.	Welcome & Apologies for absence <ul style="list-style-type: none"> Chair welcomed all governors to the meeting and introduced BK as the newly elected parent governor and LB as the new Governance Professional Introductions followed Chair confirmed she had accepted a resignation from Ted Inns. This now left a Co-Opted Governor vacancy 	
2.	Declarations of Business Interest <ul style="list-style-type: none"> None declared 	
3.	Minutes Action: LB to amend on Page 4 word MGS to MGGS, and Page 4 budget line £125 should read £125K, in minutes of 6th December 2021 <ul style="list-style-type: none"> With the above amendment, the minutes of 6th December 2021 were agreed as an accurate reflection of the meeting Actions: 4. <i>Mr John Bateson-Cooper – Ellie Dunnet would write to Mr Bateson-Cooper on behalf of the FGB thanking him for his dedicated service to the school and the FGB. - CLOSED</i> <i>Parent Governor elections would commence in the New Year. There will be an update to the meeting of the FGB on 7 February 2022 - CLOSED</i> <i>Appointment of a New Clerk – Liz Bharj, the new Clerk to the FGB would be starting in this role from the end of this school term, i.e., Friday 17 December 2021 - CLOSED</i> 5. <i>Code of Conduct – The Chair said, if not already, would they please read and sign the Governor Code of Conduct as soon as possible. Also, to update their personal file on Governor Hub – O/S</i>	LB
		ALL

	<p>Action: All governors to complete and return their Code of Conduct to the Chair as soon as possible.</p> <p><i>Ofsted Training – Arrangements would be made for governors to have some bespoke training to take place sometime in the new year - COMPLETED</i></p> <p><i>Staff Pay Panel - there is a need to appoint one governor to join the two governors who already serve on the Pay Panel. This would be looked at during the remainder of the school year – O/S</i></p> <p>Action: Pay Panel membership to be agreed at the next meeting</p> <p>7.</p> <p><i>Pupil Mobility - The Headteacher said she would check the mobility figures in relation to the overall figure and advise governors accordingly – O/S</i></p> <p>Action: WS to email the pupil mobility figures to Governors</p> <p><i>Quality of Education – There would be a further update to the meeting of the FGB in February 2022 – Included in Headteacher’s report - COMPLETED</i></p> <p><i>KCC Finance Audit – Although some individual business declaration forms had been completed in the past 12 months, with some information recorded on Governor Hub, the FGB agreed that for clarity and transparency a line should be drawn under any previous declarations that have been completed and all governors would be asked to complete a fresh form in hard copy, and for that to be returned to the school, either by hand or post. Governors were asked to do that no later than Thursday 4 January 2022. The Chair would write to all Governors accordingly – O/S</i></p> <p>Action: All governors to complete register of interest forms and return to Christina Whitehead</p> <p>8.</p> <p><i>Governor Monitoring - Future monitoring reports are to contain more information around spending within available budgets, achieved outcomes and value for money – Governors were encouraged to use and refer to the templates to ensure they are capturing key information - Ongoing</i></p> <p>9.</p> <p><i>Policies Pay Policy – Headteacher and Tracey Stephens would review and there would be a report to the FGB at its meeting on 7 February 2022 - CLOSED</i></p> <p>13.</p> <p><i>Governor Training- Ofsted Training – Arrangements would be made in due course for a bespoke training course for Governors, to take place in the new year next spring.</i> <i>Tracey Stephens said she would be happy to liaise with the headteacher on any required course content and documentation – CLOSED</i> <i>Governors agreed it would be a good idea to have a Q&A sessions for Governors with the SIP regarding Ofsted.</i></p> <p>Action: WS to arrange Q&A group Ofsted training session for Governors with SIA</p>	<p>ALL</p> <p>WS</p> <p>WS</p> <p>ALL</p> <p>ALL</p> <p>WS</p>
4.	<p>Any Other Business</p> <ul style="list-style-type: none"> • None 	
5.	<p>Terms of Reference</p> <ul style="list-style-type: none"> • The amended version of the terms of reference which included the personnel responsibilities was circulated to governors prior to the meeting • Governors thanked TS for her hard work on the terms of reference • Governors highlighted an incorrect title within the terms of reference <p>Action: WS to amend the heading and general box in the Resources Terms of Reference</p> <ul style="list-style-type: none"> • Governors approved the terms of reference subject to the amendments highlighted 	<p>WS</p>

6.	<p>Election of Vice-Chair</p> <ul style="list-style-type: none"> • Chair highlighted the governing board does not have a Vice-Chair and one is required • Chair highlighted the importance of electing a Vice-Chair for succession planning due to the fact she was going to be leaving the governing board at the end of the academic year • BK confirmed she would be happy to speak to Chair offline regarding being Vice-Chair 	BK/Chair
7.	<p>Headteacher's update</p> <ul style="list-style-type: none"> • WS circulated her report prior to the meeting • <i>Part of this item was minuted under Part 2 Confidential minutes</i> • The written report was circulated prior to the meeting and questions were invited: <p>Data</p> <p>G.Q. Why are there low percentages for Reading?</p> <p>A. Reference to the bottom 20% in reading is a group that Ofsted currently have a focus on – it does not mean that our reading results are in the bottom 20%. We have tutors working with the lowest 20% of students in reading, writing, maths and phonics. Writing is our area for improvement.</p> <ul style="list-style-type: none"> • BK agreed to join the English link meetings <p>Behaviour and Attitudes</p> <ul style="list-style-type: none"> • BK asked WS to clarify how the pupil voice works. WS confirmed it is looking at getting opinions from the pupils across the school as well as children taking part in assemblies. The school council reps take account of other pupils voices too in class council time. <p>Attendance</p> <ul style="list-style-type: none"> • WS confirmed attendance is low but Covid had hit all schools and stated they are coming out of the dip in pupil-related absence • WS stated persistent absenteeism is a significant concern to the school and meetings are arranged where pupil attendance is below 90% (although not through Covid-related absence) <p>G.Q. At what point do you inform the local authority?</p> <p>A. It has to be consecutive days but there is no duty to report if they are missing a few days each week</p> <ul style="list-style-type: none"> • WS confirmed they do not get support from the KCC Education Welfare Officer on this and the responsibility is on the school to follow up on these absences. • Chair thanked WS for her report. 	
8.	<p>Sports Funding – Verbal update</p> <ul style="list-style-type: none"> • CF reported they had received £8K in November and is being used for a new outdoor adventure project; an orienteering course is being constructed • CF confirmed it is cross-curricular and will be here by Easter • Costings for a new tyre park are being sought – waiting for 3rd quote which will be brought to governors at the next meeting <p>SEND report</p> <ul style="list-style-type: none"> • LS circulated her report prior to the meeting • LS talked through her report and questions were invited: <p>G.Q. Has Covid and not being in school contributed to rising rates of children with SEN?</p> <p>A. It is difficult as we are working with children in every year group. We have a lot of children with barriers to learning and referrals</p> <ul style="list-style-type: none"> • LS confirmed lots of children in KS1 have not had access to nurseries and they are working with nurseries to improve transition <p>G.Q. Will the school be holding sessions regarding Reading/Phonics etc for parents?</p> <p>A. Yes, we did pre-Covid but it's much harder to do this remotely. Year 1 team will be doing this next term</p> <p>G.Q. We are expecting a pipeline of increasing applications for high needs funding. Do you think the structure will continue to be ok?</p>	

	<p>A. The concern will be the staffing structure, we are short of TAs to cover the children with secured funding and others who have not yet had their plans agreed</p> <ul style="list-style-type: none"> • WS confirmed they have not been able to hold strategic leadership days due to stock pile of work with lack of premises staff and support required for one to one pupils. • Chair confirmed it will be imperative to plan for the continuing upward trajectory assuming we continue to see trend increase • WS confirmed they have enquired with SIA about having a nursery on site in order to provide high quality education from the start • Chair thanked LS for her SEND report 	
9.	<p>SDP/SEF</p> <ul style="list-style-type: none"> • WS confirmed the December milestones were updated in SDP and confirmed there are end of Term 2 summaries from CF on PP vs Non-PP progress and GAP data on the SDP now included. 	
10.	<p>Schools Financial Value Standard (SFVS)</p> <ul style="list-style-type: none"> • Chair explained the purpose of the SFVS and confirmed it must be submitted by 31st March to the local authority • Chair requested another governor to work with her on this with a view to being able to take it over for next year • BK agreed to complete the SFVS with Chair 	BK/Chair
11.	<p>Policies</p> <ul style="list-style-type: none"> • WS confirmed the Freedom of Information and GDPR & Data Protection policies were approved at the meeting in December 2021 • Equality Information & Objectives was approved • Governors highlighted LGBTQ+ and changes to dates needed to be reviewed within the Relationships Education Policy <p>G.Q. Were the parents consulted with the changes in this policy?</p> <p>A. Yes, the policy was circulated in July 2021</p> <ul style="list-style-type: none"> • Governors approved the Relationships Education policy subject to the minor amendments • Pay policy was reviewed and amended by TS. TS highlighted on page 25, the percentage pay increase for support staff had not yet been defined. WS confirmed they follow the KCC model • WS thanked TS for her help on the policy. Chair echoed WS thanks • Governors approved the Pay policy <p>Instrument of Government</p> <ul style="list-style-type: none"> • LB confirmed the governing board had the option to reduce the number of governors instead of carrying over a lot of vacancies if they were struggling to recruit governors • Discussion followed regarding filling the current vacancies and succession planning to ensure there is continuity with knowledge in the governing board. • LB confirmed no decision had to be made today but was something to think about • Chair agreed it could be reviewed and decision made at the next meeting 	Chair
12.	<p>Finance & Resources Committee update</p> <ul style="list-style-type: none"> • Chair confirmed the 9 month budget was reviewed, and the committee agreed a procedural change; the 9 month budget does not have to be approved by governors prior to submission to the local authority. This would help with governors reviewing the budget updates prior to the meetings. The meetings could be re-arranged in light of this. • Governors reviewed the benchmarking information • Governors reviewed the KCC compliance report following their visit 	
13.	<p>Staff Survey</p> <ul style="list-style-type: none"> • TS agreed to be the lead governor for the staff survey • WS confirmed the same survey will run with repeated questions and SF could assist • WS confirmed it is due to be circulated in Term 5 	TS

14.	Skills Audit Action: Chair to circulate skills audit from The Key for all governors to complete and return to her by the end of February to understand where there is a skills gap	Chair/All governors
15.	GDPR <ul style="list-style-type: none"> There were no breaches to report 	
16.	Review of Meeting and Confidentiality <ul style="list-style-type: none"> All governors agreed for a section of the Headteacher's report to be added to Part 2 Confidential minutes 	
17.	Date of next meeting: 21 st March 2022 at 4pm	

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*

The meeting closed at 6:05pm

Action	For Whom	By When
LB to amend on Page 4 word MGS to MGGS, and Page 4 budget line £125 should read £125K, in minutes of 6 th December 2021	LB	ASAP
All governors to complete and return their Code of Conduct to the Chair as soon as possible.	ALL	ASAP
Pay Panel membership to be agreed at the next meeting	ALL	21 st March 2022
WS to email the pupil mobility figures to Governors	WS	ASAP
All governors to complete register of interest forms and return to Christina	ALL	ASAP
WS to arrange Q&A group Ofsted training session for Governors with SIA	WS	ASAP
WS to amend the heading and general box in the Resources Terms of Reference	WS	ASAP
BK confirmed she would be happy to speak to Chair offline regarding being Vice-Chair	BK	ASAP
BK agreed to complete the SFVS with Chair	BK	By 31 st March 2022
Chair to circulate skills audit from The Key for all governors to complete and return to her by the end of February to understand where there is a skills gap	Chair/ALL	28 th February 2022

RESPECT

EMPATHY

TEAMWORK

SELF BELIEF

HONESTY