



Brunswick House Primary School

Full Governing Board

Virtual Meeting

Date and time:	Monday 18 th July 2022 at 4:30pm	
All Present virtually:	David Stead (DS), Stephen Fenniche (SF), Wendy Skinner (Headteacher - WS), Nadia Pennell (NP) (joined at 4:12pm), Darshna Patel (DP), Shaf Allyman (SA), Tracey Stephens (TS), Liam Sale (LS), Neal Andrews (NA)	
Apologies:	Bhavini Kundaiker	Accepted: Yes
Absent:	None	
Others in attendance:	Nicola Nash (Governance Professional – NN) Lucy Steward (Deputy Headteacher for Inclusion) Clare Fullagar (Deputy Headteacher)	

(G.Q. – Governor Question)

	Item	Actioned by
1.	Welcome & Apologies for absence <ul style="list-style-type: none"> Chair welcomed all governors to the meeting. No apologies were received. NP agreed to chair the meeting. 	
2.	Declarations of Business Interest <ul style="list-style-type: none"> Governors to check and update if necessary on GovernorHub. 	
3.	English and Maths – Priority 1 Governor Visit report A report was carried out in July and has been shared with governors prior to the meeting. Term 6 data – Year 2 are behind in Reading and writing – this is due to COVID which may be in line with the national average. Overall, the reading and writing are not as strong as previous years for year 2. Year 2 have been the most affected due the disruption to their Year 1 and FS education. There are plans for extensive support for Reading and Writing again next year, with a dedicated in-house tutor. A new phonics scheme starts in September. The school will be monitoring the impact and improvement. KS2 school results for expected in reading, writing and maths is 70% which is significantly above the national average of 59%. This is an excellent outcome, especially with all the barriers the staff and children have faced over the last couple of years. Progress results as a school are good or better for all pupil groups. Whole school reading spine has been introduced and plans for parental engagement, book clubs for KS1 and KS2 as well as a summer reading challenge will be communicated to families. Speech and Language link is provided across both key stages to support speaking and listening, reading and writing. CPD for staff – sessions will be run on handwriting and SPAG. Q Is Twinkl the same as the phonics scheme? A Same company. The program is approved by the DfE. Q Can parents view bug club resources?	

	<p>A Unsure, the school will double check.</p> <p>Headteacher's report – was previously incorporated into the SEF however the headteacher stated a separate report provided a clearer picture of what has been done.</p> <p>Governors were asked to think about if they want to keep the separate headteacher's report.</p> <p>The following points were highlighted from the report –</p> <ul style="list-style-type: none"> • Succession planning • Number of children with SEND has increased and this has had an impact on the KS1 SATs results in particular. • Staff well-being – lots being done to support staff and a dedicated steering group led by the headteacher. • Staff CPD list detailed in the report. • Quality of Education – including teaching strengths summary • Subject monitoring • Tutoring – from the analysis, all pupils are showing progress. Lots of the learning gaps have now closed due to the support of the tutors. Next year there will be one in-house tutor, focusing initially on pupils in Year 2 and Year 3. • The phonics program was trialed from Term 4. • No national data for KS1 or phonics available yet. • Writing will be a priority for next year. <p>SATS</p> <ul style="list-style-type: none"> • KS2: the school was above average in all areas. • SPAG: national was 59%. School achieved 78% • Maths -national was 71. The school got 78 • Reading -national was 74. The school got 85 • Writing - -national was 69. The school got 82 • Combined – national was 59. The school got 70 <p>These like the one above please.</p> <p>This cohort consists of 14 pupils that have joined the school after yr. 2 SATS results – 10 were EAL and 4 were pupil premium.</p> <ul style="list-style-type: none"> • Attendance is at 93.9%. This area has been a challenge for the school. Attendance will be a focus from September. <p>Health and Safety visit was undertaken by KCC. The school has identified actions to address from this – to be shared in Term 1.</p>	
4.	<p>Subject Leadership</p> <p>Governor visit report - Curriculum</p> <p>Curriculum Action plan was reviewed. A music presentation was given along with a new music strategy. The Kent Music offer was also discussed.</p> <p>The whole school approach to curriculum monitoring report has been streamlined. All leaders will use the Deep Dive approach and to ensure consistency and robustness of monitoring.</p> <p>A training day for staff has been scheduled for 2 September 2022 – the session will focus on the new assessment system and how subject leaders can use the system to focus on key areas, analyse data and how to track groups of children relating to progress and attainment.</p> <p>Book Scrutiny: Looked at the range of topics and learning improvements were visible from the pupils' books.</p> <p>Governors noted - Next term for the visit to look at a comparison with the English books and foundation subjects in terms of presentation.</p> <p>Governor visit report – Leadership and Management</p> <p>Support staff appraisals are in line with other teachers and are also linked with pupil outcomes.</p> <p>Target setting in Appraisals for 2021-22 used a two-tier approach to enable staff to address barriers to learning, bridge gaps and move children on who already progressed well the previous year. Staff have provided feedback, reporting it had had a positive effect on staff wellbeing.</p> <p>School is retaining the maths catch up sessions for next year.</p> <p>Three staff members have successfully completed their NPQ's.</p> <p>Two staff members have been signed up to complete an NPQ for next year.</p>	

	<p>Recruitment – A new school business manager starts on 1 September. A new receptionist is due to start on 1 September. Site Manager vacancy still being advertised. Governors discussed and noted the challenges of staff recruitment. An additional element has been added to job vacancies to include inclusion and diversity. Parent/carers have been attending in-school events again. Q Has the school managed to secure contractors to complete the work over the summer break? A Contractors will be completing the necessary site works over the summer break. PP buddy system – the school has devised a bespoke mentor program. Will be a whole school offer and will be able to track what is being done. A presentation has been given to SLT and a presentation will be given to all staff during one of the inset days in September by the SENCo who is leading on this initiative. Details will appear in SEND/PP reports to governors. Rights Respecting School Award (RRSA) (UNICEF Group) The Gold award has been achieved. Governors congratulated the school on the achievement.</p>	
5.	<p>Progress and Vulnerable children – Priority 3 Governor visit report – Inclusion SEND report was circulated to governors prior to the meeting for information. Outstand actions for the previous meeting – Continue to try and understand the costings and progress – this has been delayed due the vacancy of the Finance Manager. Action plan still needs to be reviewed but since the meeting governors can see that some good progress has been made in a number of classes. Interventions and the interventions tracker – both are going well. This process has now been completed for every class. There is a need to review the interventions. High needs funding continues to be tracked. As detailed in the SEND report there has been an additional 9 children. EYFS visits have been completed. There will be 25 children joining the school from September who will have SEND needs. The headteacher has contacted KCC regarding an on-site nursery provision – no reply has been received, other than to contact SEN West for help with incoming children. A budget report for SEND provision was submitted and approved. SEND admin support was requested by the SENCo to assist her and this will be looked into by the school. Nurture training to be completed by KCC and will be cascaded to staff. Term 6 data was not discussed. SEND data report was sent to Liz prior to the meeting – the reports are not available on GovernorHub. School will email the reports to governors. Verbal summary from the report was given to governors during the meeting and the following points were highlighted –</p> <ul style="list-style-type: none"> • Progress and attainment are looking good. • Year 6 have made a lot of progress in terms of closing the gap • High number of SEND children in Year 5 – working hard to close the gap. • Bespoke data has been obtained -Speak and language link, progress data, wellbeing and looking at the children being focussed and ready to learn, and the phonic re-takes. • Applications for EHCP and Higher Needs funding have been completed. <p>Q Are all 25 children that are due to start in September – do they have high level of needs? A Not all of them. From observations there are some children who will require 1:1 support. The school are working with the nurseries. Q Is there a possibility that the Emergency funding might not be received before September? A Yes that is a possibility.</p>	
6.	<p>Governance – Priority 4 Strategic and statutory obligations</p> <p>Election of Chair of Governors – Vice chair nominated NA and SA for co-chairs of governors. NA stated unfortunately he is unable to take on the position. BK expressed an interest in the position of co-chair. TS stated unfortunately she is unable to take on the position. Governors discussed the position and the role.</p>	

RESPECT EMPATHY TEAMWORK SELF BELIEF HONESTY

	<p>BK and SA agreed to take on the role of co-chairs. The term of office is for 1 year from 18 July 2022. Governors discussed the timing of the meetings for the next school year. The meeting schedule for the next academic year will be emailed to governors.</p> <p>Minutes of Previous meeting and outstanding matters –The minutes of 24th May 2022 were agreed as an accurate reflection of the meeting Actions – meeting dates for next year to be circulated to governors.</p> <p>Instrument of Government – Governors discussed and agreed they are happy with the current size of the governing body. Vacancies – no vacancies.</p> <p>Pay Panel membership – Governors discussed and agreed Chair of Finance. Liam Sale The pay committee consists of TS, SA and DP.</p> <p>Performance Management – THE panel will consist of NA, LS and NP.</p> <p>Policy Approval Complaints – No changes. Policy approved. Child Protection -To be deferred to the next meeting. Recruitment - To be deferred to the next meeting. Whistleblowing – No changes . Policy approved.</p> <p>Governor training SDP 2021-2022 – end of year data was emailed to governors prior to the meeting. The school was encouraged by the LA about 5 years ago to amalgamate the school evaluation form and the SDP. The reviews in the report have been colour coded to show which Term’s review the comments belong to.</p> <p>The staff survey – The report will be emailed to governors for further discussion. (TS) Q Head teacher asked if the report can be shared with staff? A Yes but to inform staff of the summary and to note the governors will be reviewing the report and will respond to the questions in due course. Positive feedback was received. 19 out of 60 surveys were completed which was lower than the previous year. Q What platform was used for the survey? A Google forms. Q were they anonymous responses? A Yes, even though there was an option to provide their name if they wanted to. If staff had an issue, there is a grievance policy within school.</p> <p>Q What were the actions from the survey? A Governors have to decide on the actions. Q When preparing the survey for next year – can it be more qualitative rather than quantitative? A Governors can discuss nearer the time. Governors noted the poor response on the report was around governor relationships. The school will provide a management proposal of recommendations and key trends once governors have decided on actions</p>	
7.	<p>Staff and Pupil Questionnaire Staff covered in item 8. Pupil Questionnaire – Governors noted the fire alarm happened on the same day which highlighted issues with the pupils and the school were able to address their concerns and provided the pupils with a clear understanding of the fire alarm. Positive feedback was received.</p>	

	<p>Pupils reported feeling safe. New starters raised concerns about the fire drill bell scaring them and rough play from some children. Individual responsibility and respect were appreciated by the pupils. Pupils feel that adults listen to them in lessons.</p> <p>Q Does the school have buddies for new pupils? A Yes. Q Is feedback given to the children? A Yes, term 1 assemblies are base around safety. The actions are picked up by the School council. Q Can the school look at Fire safety sessions for the pupils? A The school will investigate what is available for the pupils.</p>	
8.	<p>GDPR Training has taken place. There have been three low level breaches, and all have been actioned.</p>	
9	<p>Safeguarding Update Safeguarding toolkit has been updated and shared with governors. COVID elements have been removed. Contact numbers and names have been updated. All governors need to attend CP training on September 1st 9-11am</p>	
10	<p>Review of Meeting and Confidentiality No items.</p>	
11	<p>AOB</p> <ul style="list-style-type: none"> • Staffing structure – there will be a part time SEND admin assistant – The school have successfully recruited a candidate for three mornings a week. • Community involvement – governors discussed and agreed to look at the matter in more detail next term. 	
	<p>What Difference have we made to the children?</p> <ul style="list-style-type: none"> • Progress in Reading, Writing • Assigning new office staff • Everything that is in the pipeline for next term. • Achievement of The Rights Respecting Gold award • Great leadership • Engagement in the community 	
	<p>Date of next meeting: Meeting dates schedule to be circulated.</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*

The meeting closed at 6:45pm

Actions	By Whom	By When
Health and Safety report – Actions to be shared with governors .	HT	Term 1.
Policies - Child Protection -To be deferred to the next meeting. Recruitment - To be deferred to the next meeting.	clerk	Next FGB meeting
Meeting dates for next year to be circulated to governors	HT	Term 1
Staff survey to be circulated to governors	TS	ASAP

RESPECT

EMPATHY

TEAMWORK

SELF BELIEF

HONESTY