



Brunswick House
Primary School

Brunswick House Primary School

Full Governing Board

Virtual Meeting

Date and time:	Monday 21 st March 2022 at 3:45pm (meeting started at 3:55pm)	
All Present virtually:	Ellie Dunnet (Chair of Governors- ED), David Stead (DS), Tracy Stephens (TS), Neal Andrews (NA), Nadia Penell (NP), Stephen Fenniche (SF), Wendy Skinner (Headteacher - WS)	
Apologies:	Bhavini Kundaiker	Accepted: Yes
Absent:		
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"> LB confirmed she had received apologies from BK who was unable to attend the meeting and from ED who was not going to be able to join the start of the meeting 	
2.	Declarations of Business Interest <ul style="list-style-type: none"> None declared 	
Priority 1 – English & Maths		
3.	<u>Presentation from English Lead including Phonics, Year 2 and Year 6 SATS predictions, and update on SSP scheme</u> <ul style="list-style-type: none"> MH as English Lead talked through her presentation Questions from Governors and the school responses were noted below: <ul style="list-style-type: none"> Q. When is the new phonics scheme expected to be rolled out? A. September 2022 Q. What are the temporary measures for pupils to fill this gap in FS/Year 1? A. Letters and sounds teaching will continue Q. Can the outdated school books be handed out to PP families or 10p sale table at the end of the school day? A. Yes this is something that we've always done with all outdated books and text books. The next one will happen at the end of term Q. The parent survey results on World Book Day (WBD) and pupils reading enthusiasm. What was the intent of the event and did it result in the desired outcome? 	

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	<p>A. The intent is Reading for pleasure to be at the top of the agenda and all pupils to enjoy a day based around reading and books and celebrating them. The results of the parent survey with 46 responses stated 95.7% of children enjoyed WBD</p> <ul style="list-style-type: none"> • MH set out a range of positive comments that had been received from parents <p>Q. DS – Pre-pandemic, would the results have been any different?</p> <p>A. MH – They would have been inline with national or above. The targets set were aspirational at the start of the year and the actual outcomes will be lower than when they started</p> <p>Q. NA – How did the deep dive go?</p> <p>A. MH – We haven’t carried out a deep dive for English but we have been recommended to do one by the School Improvement Partner</p> <p><u>Presentation from Maths Lead including times table, Year 2 and SATS (Year 6) predictions</u></p> <ul style="list-style-type: none"> • KB as Maths Lead talked through her presentation • Governors recognised the data is progressing although is not inline with National Average • Questions from Governors and the school responses were noted below: <p>Q. The interventions with PP parents to support home learning, what are the barriers to PP in Year 6?</p> <p>A. Year 6 PP pupils are making above good progress from their starting points (3 points)</p> <p>Q. What was the cause of poor progress in Year 3 in comparison to Term 1 and how will this be supported going forward?</p> <p>A. Year 3 and Year 6 were hit hard by Covid in the Autumn term and so pupils missed certain areas of the curriculum which would have hindered their progress and results on maths tests. Target pupils were identified during PPMs and have had extra intervention from tutors in the Spring Term</p> <p><u>Governor Visit report</u></p> <ul style="list-style-type: none"> • NP and BK visited the school on 24th February as part of their English monitoring role. Their report was added to GovernorHub • NP confirmed it was good to be in school and seeing the lower ability children making good progress • NP confirmed the actions that arose from their visit which include ensuring clear communication to parents using plain language, careers skills related learning <p><u>SEF</u></p> <ul style="list-style-type: none"> • The SEF was circulated prior to the meeting • Questions and comments on the SEF were noted below: <p>Q. How is the psychologist, therapist, family liaison service communicated to non-English speaking families?</p> <p>A. Via the SENDCo, although we do obviously secure the services of interpreters for hearing impaired and non-English speaking families where this is required</p> <p>Q. Is there a Pupil Voice e.g. noticeboard to show what impact the pupils’ voice have had in school development?</p> <p>A. There is a large pupil voice display board in the main hall, Language Ambassador display board in the pupil corridor near the hall and a diversity family voice board in the main downstairs corridor</p> <p>Q. Does PP funding stretch to uniforms and home stationery kits and for those clearly disadvantaged who are not eligible for PP?</p> <p>A. PP funding information is part of the welcome pack of information for new parents. Parents communicate with the school re new PP funding applications and our Family Liaison Officer, and office staff support parents with this process</p>	
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Priority 2 – Subject Leadership

3.	<p>What is the subject monitoring telling us? <u>Deep Dive information support session – SIA note of Visit</u></p>	
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	<ul style="list-style-type: none"> The School Improvement Advisor report was circulated via GovernorHub prior to the meeting. Governors noted the actions following his visit which confirmed the school’s evaluation. <p><u>Curriculum subject leader report</u></p> <ul style="list-style-type: none"> JG as curriculum subject leader talked through his presentation Questions and comments were noted below: <p>Q. Does the school need an electronic assessment tool to measure progress?</p> <p>A. There is no unified approach across the schools but we will monitor what other schools do</p> <p>Q. Regarding allocation of subject time, is there anything in the curriculum that is out of sync?</p> <p>A. Some staff have had Covid but with some subjects, there is work yet to be completed to find out why subjects haven’t been recorded as having been taught</p> <p><u>Governor Visit report – Curriculum</u></p> <ul style="list-style-type: none"> TS visited on 22nd February to review PSHE as part of the curriculum monitoring role. Her reported was circulated on GovernorHub prior to the meeting <p><u>Governor Visit report – Leadership & Management</u></p> <ul style="list-style-type: none"> NA visited the school on 2nd February as part of his Leadership & Management monitoring role. His report was circulated on GovernorHub <p>Q. When will the school consider community visitors for talks and presentations e.g. fire service, police, lawyer, architect, business owners?</p> <p>A. In Term 5</p> <p><u>SEF</u></p> <ul style="list-style-type: none"> The SEF was circulated prior to the meeting Questions and comments on the SEF were noted below: WS confirmed the 2019 data is on the website, and the baseline and predictions data are on the SEF for this year. WS added it will be good to see Term 4 data and to align governor monitoring weeks and governor meetings with data drops <p>Q. How do your staff cope with data collections 3 times a year?</p> <p>A. We allocate staff meeting times</p> <p>Q. Re closing the gaps, do all of the children fall in to this group?</p> <p>A. We identify all SEN children and then identify each group separately, and interventions are targeted specifically for children with different needs</p> <p>Q. The percentage of children has increased, did these children go undetected?</p> <p>A. A lot of children can go undetected but the school are now better at identifying the children’s needs earlier if they have SEN or EAL</p> <ul style="list-style-type: none"> Governors were encouraged to be part of the pupil voice action plan 	
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Priority 3 – Progress of Vulnerable children

4.	<p>What is the data telling us?</p> <p><u>Update on PP/SEND children</u></p> <ul style="list-style-type: none"> LS stated they are seeing bigger challenges around SEND due to increasing numbers, and change of demographic LS confirmed funding of these children have been the biggest challenge but increased budget to be allocated to SEND LS confirmed interventions are being tracked, costs are captured and TAs are being trained and supported but this has become a challenge Pupil voice is captured in terms 2, 4 and 6 LS stated suspensions have increased due to challenging behaviours <p><u>Update on National Tutoring Programme</u></p> <ul style="list-style-type: none"> <p><u>Governor Visit report – Inclusion</u></p>	
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	<ul style="list-style-type: none"> • DS and BH visited the school on 22nd February as part of their Inclusion monitoring role. Their report was added to GovernorHub • ED thanked DS for their report <p>Q. Is there any further thought about funding the first £6K or reviewing staffing structure?</p> <p>A. I spoke to LS and tried to use additional hours for office staff but this raised question of if there should be a SEND Officer for the SEND team. The idea being to relieve pressure around administration tasks for Inclusion</p> <ul style="list-style-type: none"> • ED commented it is good to see results of pupil interventions and see the action plan <p>Q. Does being a child with EAL automatically put them at a disadvantage?</p> <p>A. Not necessarily as they are children with English as their additional language so it would only be a disadvantage for those children who are not proficient in English and they would be given interventions and support</p> <p><u>SEF</u></p> <ul style="list-style-type: none"> • This was circulated prior to the meeting on GovernorHub 	
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Priority 4 – Governance

5.	<p>Minutes of previous meeting & o/s matters</p> <ul style="list-style-type: none"> • The minutes were approved and the actions were not reviewed <p>Election of Vice-Chair</p> <ul style="list-style-type: none"> • ED and BK meeting this week <p>Action: Election of Vice-Chair to be added to the next agenda</p> <p>Parent Governor Elections</p> <ul style="list-style-type: none"> • WS confirmed two parents had put their nominations to be parent governor, both with excellent skills that would be valuable to the Board • WS thanked LB for setting up the election electronically • Governors agreed for unsuccessful candidate to be offered the Co-Opted vacancy <p>Instrument of Government</p> <ul style="list-style-type: none"> • Governors agreed for this to be revisited at a future meeting <p>Vacancies</p> <ul style="list-style-type: none"> • ED confirmed there are vacancies to be filled <p>Term of Office</p> <ul style="list-style-type: none"> • LB confirmed NA’s term of office had been added incorrectly to GovernorHub and confirmed she would change this to end in May 2023 after a 4 year term and not a 3 year term <p>Terms of Reference</p> <ul style="list-style-type: none"> • ED confirmed the ToR had been amended for the Finance and Resources Committee and recommended this be ratified by the board. All governors agreed to ratify the Finance and Resources Committee Terms of Reference <p>Pay Panel Membership</p> <p>Action: Governors agreed for Pay Panel Membership to be carried forward to the next agenda until the new parent governor has joined</p> <p>SFVS Approval</p> <p>Action: ED asked all governors to confirm their approval or make any suggested amendments to the SFVS to her by Friday 25th March 2022</p> <p>Policy approval -</p> <p>Health & Safety Policy</p> <ul style="list-style-type: none"> • Questions noted on the policy below: <p>Q. How will visitors be made aware of fire and emergency procedures?</p> <p>A. It’s on the back of all visitor lanyards and on posters in classrooms and central spaces</p> <p>Q. Legionella cases rose generally during Covid/empty occupation, what reactive and interim measures have the school taken to check the water systems and safe levels?</p>	<p>LB</p> <p>LB</p> <p>ALL</p>
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	<p>A. All weekly/monthly/quarterly and annual Legionella testing is carried out by Water Hygiene Management Ltd under contract with all Health and Safety Paperwork maintained</p> <ul style="list-style-type: none"> • WS confirmed the policy will need to be amended to reflect the new Site staff recruited • Subject to staffing changes being made to the policy, Governors approved the Health & Safety Policy <p>Governor Training</p> <ul style="list-style-type: none"> • WS confirmed she attended the governor conference and suggested governors joined the school when they do Deep Dives into subject areas. <p>Action: WS to circulate a summary of her notes from the governor conference</p>	WS
6.	<p>GDPR</p> <ul style="list-style-type: none"> • No breaches of GDPR had been reported 	
7.	<p>Safeguarding Update</p> <ul style="list-style-type: none"> • As highlighted by CF's report on Safeguarding, WS reported the level of concern is rising but they are working closely with the police 	
8.	<p>Review of Meeting Confidentiality</p> <ul style="list-style-type: none"> • Governors agreed no confidential items were discussed 	
	<p>AOB</p> <p>Staffing Update</p> <ul style="list-style-type: none"> • WS gave governors an update on staffing 	
9.	<p>What difference have we made to the children?</p> <ul style="list-style-type: none"> • Governors aware of pressures being faced by the school by rising numbers of children with needs, additional funding not being sufficient to cover the needs of these pupils • Governors approved the SFVS, and approved the Health & Safety Policy 	
10.	<p>Date of next meeting: Monday 23rd May 2022 @ 3:45pm</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 6:05pm

Action	For Whom	By When
Election of Vice-Chair to be added to the next agenda	LB	May 2022
Governors agreed for Pay Panel Membership to be carried forward to the next agenda until the new parent governor has joined	LB	May 2022
ED asked all governors to confirm their approval or make any suggested amendments to the SFVS to her by Friday 25 th March 2022	ALL	25 th March 2022
WS to circulate a summary of her notes from the governor conference	WS	ASAP

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