



Brunswick House Primary School

Full Governing Board

Hybrid Meeting

Date and time:	Tuesday 29 th November at 4pm – The meeting started at 4:15pm	
All Present in person:	Bhavini Kundaiker (Co-Chair – BK), Wendy Skinner (Headteacher - WS), Nadia Pennell (NP), Tracey Stephens (TS)	
All present virtually:	Liam Sale (LSA), Neal Andrews (NA), Darshna Patel (DP)	
Apologies:	Shaf Allyman (Co-Chair)	Accepted: Yes
Absent:	None	
Others in attendance:	Liz Bharj (Governance Professional – LB) – Virtual Lucy Steward (Deputy Headteacher for Inclusion) Clare Fullagar (Deputy Headteacher) (G.Q. – Governor Question)	

	Item	Actioned by
1.	Apologies for absence <ul style="list-style-type: none"> SA sent his apology prior to the meeting due to sickness. His apology was accepted 	
2.	Identification of AOB <ul style="list-style-type: none"> None identified 	
3.	Declarations of Business Interests <ul style="list-style-type: none"> No declarations of interest were declared 	
4.	Minutes of FGB on 4th October 2022 <ul style="list-style-type: none"> With no amendments, the minutes were agreed as an accurate reflection of the meeting Action: LB to add final version of 4th October minutes to GovernorHub Action: BK to mark the minutes as signed on GovernorHub <u>Actions & Matters arising</u> <ul style="list-style-type: none"> LB confirmed she had communication with KCC who had advised on two matters that had been discussed at the last meeting: Governing boards are covered under the liability insurance of the school The term of office for governors is usually 4 years but governing boards can set a different term if outlined on the approved Instrument of Government 	LB BK
5.	School Update 5.1 Headteachers update <ul style="list-style-type: none"> The report was circulated prior to the meeting and questions were invited No questions had been received prior to the meeting 	

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	<ul style="list-style-type: none"> WS highlighted attendance is an issue locally and nationally and the schools' attendance figure had been affected by two persistent absentees both in the SEN and PP categories Governors noted overall attendance without the two persistent absentees is 95.1, PP children attendance is 93.1 and SEN children attendance is 94.2 <p>Communication policy</p> <ul style="list-style-type: none"> Governors noted this policy was for awareness only and highlighted some amendments to the wording around communication with parents WS confirmed the policy has been designed to prevent the expectation of teaching staff having to respond to emails late at night or at weekends BK suggested an auto-response email is set up which would highlight what parents should do if there is a safeguarding issue. WS to look into this IT support. Governors discussed having a central noticeboard with key dates for parents to refer to when they are at school – I thought this was for parents...? <p>5.2 Pupil Premium Impact statement</p> <ul style="list-style-type: none"> The PP impact statement was circulated prior to the meeting LS outlined the impact statement is reviewed regularly with BK as PP governor and the wider team at school. It is also published on the school website. No questions were raised <p>5.3 SEND report</p> <ul style="list-style-type: none"> LS confirmed HLTA2 funding was approved for an FS pupil, she is an experienced member of staff who will start in January 2023. Aother child has been put on an emergency plan with funding applied for and a key worker assigned to ensure the child is safe. <p>5.4 Sports Premium Impact statement</p> <ul style="list-style-type: none"> The report had not been circulated until just before the meeting. BK asked governors to send any questions to CF within a week CF confirmed playground marking will take place over the Christmas holidays Governors noted the funding received and the spend allocation <p>Q. Has swimming impacted the budget? A. No, we have received a lot of money for swimming from parents but swimming lessons have increased to 45 minutes.</p>	
6.	<p>Monitoring Week Reports</p> <ul style="list-style-type: none"> The following monitoring week reports were circulated prior to the meeting and questions were invited <p>6.1. Leadership & Management</p> <p>6.2 Safeguarding & Prevent</p> <ul style="list-style-type: none"> WS highlighted inaccuracies with the dates of the training for Safeguarding and Prevent Action: CF to send the Safeguarding & Prevent report back to SA to make the amendments <p>6.3 SEND</p> <ul style="list-style-type: none"> WS highlighted the word 'is' to be used rather than 'was' when noting the Boxall profiles Action: BK to make the highlighted amendments to her SEND report <p>6.4 English</p> <ul style="list-style-type: none"> WS queried why the governor newsletter was discussed at this visit and asked for the exclamation mark to be removed after library visits Action: BK to make the highlighted amendments on her English report <p>6.5 Maths</p> <ul style="list-style-type: none"> LSa confirmed he did not circulate his report as he was waiting for clarity from the maths lead Action: LSa to add his Maths monitoring report to GovernorHub by 2nd December 2022 <p>6.6 Health & Safety</p> <ul style="list-style-type: none"> WS questioned why the report was not shared until 24th November and the visit date was 13th October. WS confirmed all questions from SA had been answered by CF as soon as they had been received 	<p>CF/SA</p> <p>BK</p> <p>BK</p> <p>LSa</p>

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	<p>Action: BK to speak with SA regarding the sharing of his visit report and to check for accuracy</p> <ul style="list-style-type: none"> BK stated she had sent two reports which were missing from GovernorHub on her Pupil outcomes/PE and Diwali assembly. WS informed governors that LBs hours are chargeable, so all papers must be submitted on the day requested so that the admin can be processed in one 'job'. <p>Action: BK to add Diwali report to GovernorHub</p>	BK/SA BK
7.	<p>Finance & Budget</p> <ul style="list-style-type: none"> LSa confirmed the finances were not circulated by him but gave a verbal summary report of his visit with the SBM LSa confirmed the budget is on track <p>Q. When was the business continuity plan last reviewed by the FGB? A. January 2022</p> <p>7.1 Terms of Reference</p> <ul style="list-style-type: none"> WS highlighted a few amendments (Upper SLT to bullet point 3 on page 2, and change in terminology from School Improvement Plan to School Development Plan) Subject to the above amendments, governors unanimously approved the Terms of Reference 	
8.	<p>Policies</p> <p>8.1 Governors monitoring policy</p> <ul style="list-style-type: none"> WS confirmed the monitoring policy had been updated to make it clear regarding informal and formal reporting and requested governors send their account of their informal visits to her via email LSa confirmed there is a monitoring visit training course run by KCC BK requested the meaning of formal and informal visits are clarified on the policy. WS to look at policy. WS reminded governors they are not judging the quality of education. With the above amendments, the governors unanimously agreed to approve the governors monitoring policy <p>Action: Governors monitoring policy to be revisited at the next FGB meeting</p> <p>8.2 Accessibility Plan</p> <ul style="list-style-type: none"> WS stated she had made suggested amendments Governors asked WS to consider how the changes will be communicated with parents Governors unanimously approved the accessibility plan <p>8.3 Pay Policy</p> <ul style="list-style-type: none"> Governors noted the policy had only just been agreed by Cantium and the school had not had the opportunity to review it <p>Action: Approval of the Pay policy to be noted at the next FGB meeting</p>	WS LB LB
9.	<p>Governor Action Plan</p> <ul style="list-style-type: none"> WS sent BK and SA a draft action plan to read, edit and add to <p>Action: BK and SA to complete the draft governor action plan and circulate to governors before the end of term</p>	BK/SA
10.	<p>Governor Training & accountability</p> <ul style="list-style-type: none"> TS confirmed she attended the role of the training governor on 16th November 2022 Governors agreed to complete a skills audit which is compliant with the governor competency framework <p>Action: LB to circulate the basic skills audit for governors to complete before the end of term</p>	LB/ALL
11.	<p>GDPR</p> <ul style="list-style-type: none"> WS confirmed there had been no breaches to report since the last meeting 	

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12.	Headteacher Appraisal <ul style="list-style-type: none"> LS and CF left the meeting at 5:28pm NA confirmed WS appraisal took place. NA informed governors WS had met her targets and had reached the top of her pay scale, which could not be reviewed due to the school group size Governors congratulated WS for successful completion again of her targets 	
13.	Review of Meeting and Confidentiality <ul style="list-style-type: none"> LB confirmed the Headteacher Appraisal to be added to Part 2 Minutes 	
14.	Date of next meeting: Tuesday 7th February 2023 at 4pm	

The meeting closed at 5:40pm

Actions	By Whom	By When
LB to add final version of 4 th October minutes to GovernorHub	LB	ASAP
BK to mark the minutes as signed on GovernorHub	BK	ASAP
CF to send the Safeguarding & Prevent report back to SA to make the amendments	SA	ASAP
BK to make the highlighted amendments to her SEND report	BK	ASAP
BK to make the highlighted amendments on her English report	BK	ASAP
LSA to add his Maths monitoring report to GovernorHub by 2 nd December 2022	LSA	ASAP
BK to speak with SA regarding the sharing of his visit report and to check for accuracy	BK	ASAP
BK to add Diwali report to GovernorHub	BK	ASAP
Governors monitoring policy to be revisited at the next FGB meeting	LB	February 2023
Approval of the Pay policy to be noted at the next FGB meeting	LB	February 2023
BK and SA to complete the draft governor action plan and circulate to governors before the end of term	BK/SA	December 2022
LB to circulate the basic skills audit for governors to complete before the end of term	LB/ALL	December 2022

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