



Brunswick House Primary School

Full Governing Board

Hybrid Meeting

Date and time:	Tuesday 7 th February 2023 at 4pm	
All Present in person:	Bhavini Kundaiker (Co-Chair – BK), Shaf Allyman (Co-Chair - SA), Wendy Skinner (Headteacher - WS), Tracey Stephens (TS), Faye Wilks (FW)	
All present virtually:	Liam Sale (LSA), Neal Andrews (NA), Darshna Patel (DP)	
Apologies:	Nadia Pennell	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"> NP sent her apology prior to the meeting. Her 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 	
Priority 1 – High quality teaching and assessment enables all pupils to acquire excellent knowledge, understanding and skills across an inclusive and inspiring curriculum		
4.	<p>Governors reviewed the following evidence to support this priority:</p> <p><u>Governor monitoring reports:</u> Maths, English, Curriculum, EYFS LS, BK, TS and FW summarised their visits from their visit reports. Comments were noted and questions were invited:</p> <ul style="list-style-type: none"> Governors noted the following: <ul style="list-style-type: none"> the method of delivering the maths curriculum been revised to ensure a robust approach to teaching maths to children who are presenting as ‘not accessing their age related curriculum’. the new library and new books are furthering children’s interest in and love of reading science is linked effectively to other subjects for example maths 	

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EMPATHY

TEAMWORK

SELF BELIEF

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	<ul style="list-style-type: none"> ○ the curriculum has been refined and enhanced to ensure learning is accessible and memorable to all learners <p>Q. When a child is re-assessed following their baseline assessments in Reception, what would happen if the child had gone backwards with their reading?</p> <p>A. It would be very unlikely for a child to go backwards but they would be internally assessed</p> <p><u>Headteacher update</u></p> <ul style="list-style-type: none"> ● Governors noted the quality of education is high including the quality of teaching and assessment. This was evidenced by reviewing the curriculum statements <p><u>Data analysis</u></p> <ul style="list-style-type: none"> ● DP confirmed the area for improvement across the school is writing ● Governors noted the following: <ul style="list-style-type: none"> ○ the school had provided morning and after school clubs to improve writing and has an embedded phonics scheme, which is having a positive impact ○ targeted support is being given to those that need it and they have made good progress <p><u>PE</u></p> <ul style="list-style-type: none"> ● Governors noted football, netball and cross country are some of the extra-curricular sports offered in KS2 and a new ball court to be installed to replace the old adventure playground. ● Action: Lsa to speak with WS and VD to review quotes for the new ball court <p><u>Tutoring Update</u></p> <ul style="list-style-type: none"> ● Governors noted the following: <ul style="list-style-type: none"> ○ a new tutor started in January to work with children in years 4-6, alongside the existing tutor who will focus on years 1-3. They tutor children working at expected level of the year below where they are, in class in the mornings. In the afternoons, they work with the children on interventions that cannot be delivered in class, as well as offering bespoke phonics sessions ○ the tutor support has been very positive and the in class support is having an impact ○ the tutors also attend breakfast and after school club to help with reading ● WS confirmed the tutors write to parents to give them a progress update with their child's reading <p>Q. What is the biggest challenge?</p> <p>A. Group teaching, but we have to teach in small groups which can be done in the afternoons</p> <ul style="list-style-type: none"> ● The suggestion of restarting the reading club was posed to WS. WS confirmed she is in contact with the tutors with a view to when the reading clubs can be held. <p><u>SEND</u></p> <ul style="list-style-type: none"> ● Governors noted the numbers of new children with EAL and complex needs at school ● Governors were made aware of the new software the school had purchased to support children who are new to English and children with EAL. Governors were invited to attend the training on this software on 10th February 2-3pm ● 	Lsa/WS/VD
Priority 2 – Children actively seek out opportunities to embed the school values in all areas of their school life, sharing in the responsibility for their positive attitudes to behaviour, attendance and learning		
5.	<p>Governors reviewed the following evidence to support this priority:</p> <p><u>Headteacher's update</u></p> <ul style="list-style-type: none"> ● Governors noted the following: <ul style="list-style-type: none"> ○ pupil voice sought: pupil leadership is actively encouraged. 	

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	<ul style="list-style-type: none"> ○ zones of regulation to help children regulate their emotions is embedded across the school <p><u>School Council and pupil voice feedback</u></p> <ul style="list-style-type: none"> ● The pupil voice school development plan had been circulated prior to the meeting ● Governors noted the following: <ul style="list-style-type: none"> ○ pupils go on Health & Safety walks around the school to note improvements that are required across the school ○ careers have been linked into the curriculum ● Governors were made aware of the growing population of persistent absentees from school with some mobility of students contributing to the 93.6% attendance ● Governors asked what the attendance percentage would be without the children who had moved out of the area. WS confirmed she was unable to get this figure from SIMS. Governors noted that KCC has appointed a new attendance officer <p><u>Informal visits</u></p> <ul style="list-style-type: none"> ● LSa and SA attended the school in November and January respectively ● Governors requested all informal visits are logged <p>Action: WS to send weekly newsletter to all governors to ensure they are updated with future events they could attend in school</p>	WS
<p>Priority 3 – Pupil challenge, support, growth and development lies at the very heart of the school’s offer – ensuring that pupils are fully prepared for the next stage of their learning and life journeys</p>		
6.	<p>Governors reviewed the following evidence to support this priority:</p> <p><u>Headteacher’s update</u></p> <ul style="list-style-type: none"> ● Governors noted the following: <ul style="list-style-type: none"> ○ trips and enrichment activities are discussed by the pupils with leaders ○ the difference between ‘wants’ and ‘needs’ are taught in school – RRSA link ○ road and fire safety is taught to all children ○ the support BH provides for students include Play Therapist, Educational Psychologist, speech and language therapists, sports coaches and mental health first aiders ○ DSLs provide all year round contact for families <p><u>Inclusion monitoring report</u></p> <ul style="list-style-type: none"> ● Governors noted the SENCo, ULST and Flo go above and beyond; meeting new pupils and families; taking time to understand the child, and their background and providing the appropriate support; supplying food and hygiene packages where required. 	
<p>Priority 4 – Leaders create a cohesive and consistent culture of high expectations, aspirations and scholastic excellence creating emotionally resilient and knowledgeable learners</p>		
7.	<p>Governors reviewed the following evidence to support this priority:</p> <p><u>Leadership & Management monitoring report</u> (Part of this discussion was recorded under Part 2 minutes)</p> <ul style="list-style-type: none"> ● Governors noted the following: <ul style="list-style-type: none"> ○ School statement needed in Developing Staff document to clarify school’s approach to NPQs training offer ○ workload and well-being is always under constant review – the school has a statement of intent in place that has been shared with staff and governors ○ the school has great strengths that should be celebrated ● LS, CF and FW left the meeting at 5:30pm and rejoined the meeting at 5:47pm <p><u>Safeguarding Monitoring visit</u></p>	

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	<ul style="list-style-type: none"> Governors noted that Prevent training has been offered again to all school staff and governors The school refers to the Brook traffic light tool for consistency of approach to identifying signs of inappropriate sexualised behaviour Governors noted there is a sound Safeguarding ethos and culture in the school Action: CF to circulate Prevent training slides to governors <p><u>Health & Safety Monitoring visit</u></p> <ul style="list-style-type: none"> Governors noted lots of actions had been completed by the new Site Manager and care taker, health and safety and fire risk assessments had all been completed from recent audits 	
8.	<p>Strategic and statutory obligations Minutes of FGB on 29th November 2022</p> <ul style="list-style-type: none"> With no amendments, the minutes were agreed as an accurate reflection of the meeting Action: SA to mark the minutes as signed on GovernorHub <p><u>Outstanding Actions & Matters arising</u></p> <ul style="list-style-type: none"> BK to make the amendments to her SEND and English report and add them to GovernorHub by 10th February 2023 LSa to add his maths monitoring report to GovernorHub by 10th February 2023 LB to circulate the new NGA skills audit for completion by all governors by 10th February 2023, to be analysed by LB over half term <p>Policy Approval by FGB:</p> <ul style="list-style-type: none"> Pay and reward Equality policy and equality objectives Relationships Health & safety Governor Monitoring Attendance Lettings Governors unanimously approved the above policies <p>Policy Approval already reviewed by F&R Committee:</p> <ul style="list-style-type: none"> Business Continuity plan Managing allegations against staff Absence and Ill health Staff discipline Capability Discipline Recruitment Governors noted that Co Chairs phone numbers must be added to the Business Continuity Plan. The Absence & Ill Health policy will be reviewed again in September 2023 when an update is due from HR Connect. With the above amendments, the governors unanimously approved the above finance & resources policies <p>Governor Training update</p> <ul style="list-style-type: none"> All governors were asked to update the training they had attended on their GovernorHub profiles (and certificates can now be uploaded too for any external training attended) 	<p>SA</p> <p>BK</p> <p>LSa</p> <p>LB</p>
9.	<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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10.	Review of Meeting and Confidentiality <ul style="list-style-type: none"> LB confirmed part of the Leadership & Management Monitoring visit feedback discussion to be added to Part 2 Minutes 	
	AOB <ul style="list-style-type: none"> None identified 	
14.	Date of next meeting: Tuesday 21 st March 2023 at 4pm	

The meeting closed at 6pm

Actions	By Whom	By When
SA to mark the minutes as signed on GovernorHub	SA	ASAP
WS to send weekly newsletter to all governors to ensure they are updated with future events they could attend in school	WS	Ongoing
LSa to speak with WS and VD to discuss quotes for the new ball court	LB	ASAP
Lead DSL to circulate Prevent training slides to governors if available	CF	ASAP
BK to make the amendments to her SEND and English report and add them to GovernorHub by 10 th February 2023	BK	10 th Feb 2023
LSa to add his maths monitoring report to GovernorHub by 10 th February 2023	LSa	10 th Feb 2023
LB to circulate the new NGA skills audit for completion by all governors by 10 th February 2023, to be analysed by LB over half term	LB/ALL	10 th Feb 2023

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