

**BROOKLAND INFANT AND NURSERY SCHOOL  
GOVERNING BODY**

**Minutes of the Full Governing Body Meeting  
held on  
Thursday 13<sup>th</sup> July 2023 at 7.00pm at School  
and via Microsoft Teams**

<b>Attendees</b>	David Warner (DW), Alison Atkinson (AA), Kathryn Mitchell (KM), Shiela Farmer (SF)
<b>Attendees Via Teams</b>	Tony Mizon (TM), Carly Curry (CC), Jane Allen (JA)
<b>Apologies</b>	Olawale Wale- Falone (OF)
<b>In attendance</b>	Claire Gatto – HFL Clerk

**Meeting Start Time – 19.00pm**

Item	Item	Action
<b>1</b>	<p><b>Welcome and consider and approve absences</b></p> <p>The Chair David Warner opened the meeting and welcomed Governors to the meeting.</p> <p>Apologies were submitted by David and apologies were accepted.</p>	
<b>2</b>	<p><b>Declarations of conflict of interest and a reminder of confidentiality.</b></p> <p>Governors are reminded that they must declare a particular interest, financial or otherwise in any item on the agenda and withdraw from the meeting for that item.</p> <p>No conflicts were declared.</p>	
<b>3</b>	<p><b>Notification of any urgent business not on agenda,</b></p> <p>KM – I have the learning characters to show the governors.</p> <p>To be discussed in item 10.</p>	
<b>4</b>	<p><b>Approve the minutes of the last meeting held on 25th May and matters arising.</b></p> <p>This meeting on the 25th of May 2023 was an FGB meeting, and the minutes held were <b>Approved</b> by governors as a true and accurate record. The Chair will sign a copy of the minutes and give them to the school office for filing.</p>	

<p><b>5</b></p>	<p><b>Changes to the Governing Board</b></p> <p>DW – Walle has resigned from the governing board. The reason he is leaving is due to his work commitments. In the future if his work commitments reduce, he would come back.</p> <p>All Governors would like to formally say thank you to Walle for his hard work, support and dedication and wish him well and Walle said to pass on his thanks and well wishes to all the Governing Board.</p> <p>Ben Curry will be joining the board as a Co-Opted Governor. He is currently going through the onboarding process and some of the checks still need to be carried out. He is also awaiting a governor hub log in.</p> <p>Ben has experience in safeguarding, and he will fulfil the safeguarding role after the training and checks are complete.</p>	
<p><b>6</b></p>	<p><b>Heads report including</b></p> <ul style="list-style-type: none"> <li>• <u>Staffing and class structure for 2023 – 2024</u></li> </ul> <p>We are saying goodbye next week to some members of staff who are moving on.</p> <p><b>Q – What does that mean?</b>  <b>A – We are having a presentation in assembly, and we have done a collection for them.</b></p> <p><b>Q – Are exit interviews conducted for all leavers?</b>  <b>A – We have done in the past there is a pro forma to use.</b></p> <p><b>Q – What is it you are looking for from an exit interview?</b>  <b>A – The TAs are not leaving for other TA jobs.</b></p> <p>JA Explains – Some are retiring and there were temp contracts if we can't afford to keep people, we cannot renew a contract.</p> <p><b>Q – What about Tom?</b>  <b>A – Tom has been looking for a while he is ready for the next step and unfortunately, we do not have the capacity at present for the next step for him. He needed to do something different we are happy for him, and he is happy.</b></p> <p>DW – Explains it is a big loss.</p> <p>SF – Explained that he was a good learner, and he was developed through his career with Jane and the school we should be developing people for the next steps.</p> <p><b>Q – Who will be taking over from Tom?</b>  <b>A – We will be having a sports company come in</b></p> <p><b>Q- What are the financial implications?</b></p>	

A – The sports company will be coming in for 1 and a half days and Tom was 5 days we are not covering the whole of his time he had a specific job and we have decided not to cover the hours.

**Q-What happens to that time 1 and a half days against the 5 days?**

A – PPA to cover and for us to have a rethink. The changes will look different for about a year as it takes a year to train someone new up however in the interim children will still get the same provision in the Forest School.

**Q - Does that mean less PE?**

A – No PE stays the same.

AA – Explains that Lucy is getting married and there will be a collection for her. Kathryn Mitchell will be going on Maternity leave. Kateryn does a lot in school we have plans in place for cover. The SLT structure will look different next year, and we are giving the core subject leads more accountability. The leads will be driving the curriculum and give their views on how they want to deliver and have regular meetings. We have been embedding this currently and they have made valuable contributions at the meetings it is going well.

JA – Kelly will be joining from September, and it will be good to have a voice from the office she will be a good addition.

- **Initial Data**

AA – Hands out the Data report and explains that the Phonic results are up on last year. There were no surprises in the report.

**Q – Are the percentages from the assessments?**

A – They are from the government phonic screening tests they use Alien and the real words.

**Q – There are big differences between girls and boys?**

A – We will cover Data more in the September meeting.

AA – Sen report boys SEN is up the this could be because boys present differently to girls in that class.

Year 2 results are looking positive all figures are up except the girls reading.

**Q – Do the government fund phonics test?**

A – No it is a statutory test

AA – We achieved high results in everything apart from Literacy which we overall scored 58% which is below last year and below the local Authority baseline.

Writing comprehension shows that we have the fine motor skills as result was 91% this result shows that children need the motivation and opportunity to write there will be some actions around this.

**Q – Do we have national averages?**

A – No

AA – Year data we have not got yet they add this later  
All governors to read the data report.

- **Attendance**

- We are at 93.7% the national Average is 96%.
- PPG attendance figures are School 87.7 % and National Average is 91%
- Persistent absence School 19.9% and the national average is 19.5%
- Graph to be added to GH reference absence
- We will have an action plan for attendance next year.
- These are not all Pupil premium children.
- sometimes see a pattern around the holiday time
- We mention absence in the newsletters, and we have mentioned it in the newsletter for the end of term.
- We are looking at absence incentives
- We will be tracking absence
- We are looking into doing a raffle around absence and the best 6 get to have lunch with AA
- We are looking at Bear with a trophy or the children get to take the bear home and write or tell us about the adventures the bear has had over the weekend at their house.
- Looking at the most improved absence over a half term
- The figures for Compulsory school age absence are Last Year 92.95 % and this year 93.7%. Jackie's hard work around absence was recognised by governors.
- Exclusions were 2 this year 1 Child had 5 half days this child has SEN and is being supported by the Phoenix project for 2 terms in September and 1 child had a half day exclusion for throwing and kicking and will be having external support through the local offer for 2 weeks.

- **Report on CSV**

- We are waiting for a report we hope to get this before the next visit so we can work on the issues
- Waiting for Danielle Rosson to come back on 10<sup>th</sup> October
- Nothing was a huge surprise
- Staff did a fantastic job first thing in the morning on the day of the visit
- Danielle Rosson did talk about the fact that we have no teacher in Nursery. We reassured her of our plans for next year and she was happy with that.

- **Safeguarding Report**

- We are having a visit on 3<sup>rd</sup> October
- Provision mapping is the focus
- SEN training and Senco courses Louise Barrel is supporting with this from Herts SEN team

	<ul style="list-style-type: none"> <li>• <b><u>Children Looked after report</u></b></li> <li>• Please can all governors read the resources report</li> <li>• 3-year strategic plan</li> <li>• The plan is somewhat affected by Federation</li> <li>• This plan will feed into the school development plan</li> <li>• Forest school needs to be added to the plan</li> <li>• Federation is in the plan</li> <li>• Dates have been added for reviews</li> </ul> <p>AA – Please come back to me with any comments Overall summary is Data is improved it is moving in the right direction which is good news. Well done to everybody. We are positive about the changes, and we are enthusiastic about next year. We are having a pizza day tomorrow to show our appreciation We had a not so good HIPP Report then a Positive one it was good to see the improvements.</p> <p><b>Q – How is the morale in the school?</b> <b>A – Up and down all over the school pockets where people are overworked at times, they know it’s a job and it’s got to be done. There are also changes going on and with change comes anxiety the leadership team recognise this we are adapting to a culture where we have an open-door policy there are pockets of staff that may go to members of the SLT and some that will come straight to the Head or Deputy Head with an open door policy they can come in at any time and we can listen and feedback any issues. This time of the year is always hard as everyone is exhausted and we are awaiting Ofsted to visit. We are having a wellbeing day tomorrow and we have a pizza van coming.</b></p> <p>AA –Explains that well-being is on the school agenda and the well-being committee meet regularly. We are thinking of some morale boosting exercises like a fizzy Friday and golden days where staff decide to take a day off that suit them this is paid, and we would cover the day off internally given notice they don’t have to tell us what it is for. For example, if someone wanted to go for a graduation, we wouldn’t want them to use this day for the graduation we would want them to use it as well to maybe stay over as an example. We are also thinking of getting a bench outside the staff room.</p>	
7	<p><b>To receive a report on SEN</b></p> <p>KM – Discusses that the number of pupils in each year will just move up to the next year.</p> <ul style="list-style-type: none"> <li>• There will be 1 child in reception joining externally that will have a EHCP and 1 child joining nursery that will have a EHCP,</li> </ul>	

	<ul style="list-style-type: none"> <li>• 3 EHCPs have been requested by school</li> <li>• Flow chart is on governor hub and is being adapted and updated the flow chart in place will support teachers to be independent and has a Red/ Amber/ Green system</li> <li>• The flowchart is a useful tool</li> <li>• LA have an incentive that trains TAs or anyone that would like to upskill their selves to attend a half hour training session at Wormley school a remote or blended approach would be better.</li> <li>• LSAs and TAs have been training for the therapeutic approach to behaviour there are 3 modules they have been doing this and having meetings on the strike days and sharing best practices.</li> <li>• Feedback has been positive</li> <li>• V – send will be coming in the autumn this is a new tool to support SEND children. This is used across Hertfordshire it streamlines all schools to use the same system</li> <li>• V- send will replace APDR</li> <li>• We are expecting a visit on 3<sup>rd</sup> October</li> <li>• All provisions and reports will be complete before KM goes onto Maternity leave.</li> </ul> <p><b>Q – How long does a EHCP take to write ?</b>  <b>A – You need to pull all the evidence together and all the cycles of APDR (access, plan,do,review). The LA is behind with assessments especially EPs.</b></p>	
<b>8</b>	<p><b>Discuss Federation and next steps.</b></p> <p><b>Confidential and will be attached as PART 2</b></p>	<b>Please see part 2</b>
<b>9</b>	<p><b>To confirm the dates and formats of the meetings for the 2022/23 Academic Year</b></p> <p>AA – Proposes the following dates</p> <p>21<sup>st</sup> September 23 – FGB Meeting  16<sup>th</sup> November 23 - FGB Meeting  14<sup>th</sup> March 24 – FGB Meeting  23<sup>rd</sup> May 24 – FGB Meeting  4<sup>th</sup> July 24 – FGB Meeting</p>	<b>To be agreed by all governors</b>
<b>10</b>	<p><b>To discuss any other business as advised in Item 3</b></p> <ul style="list-style-type: none"> <li>• KM – Presents the learning power characters</li> <li>• KM gives a handout to all governors with the characters on</li> <li>• Each character has a name and a learning power</li> <li>• Yeshim a child at the school drew these characters</li> <li>• Thankyou needs to be passed onto Yeshim and a thank you gift to be given.</li> <li>• We will be having a launch for the learning power characters</li> <li>• We will have weekly assemblies and will introduce a character each week</li> </ul>	

	<ul style="list-style-type: none"> <li>• We have been having discussions about what names suits the character we need to get the children's bye in as we will use the characters daily</li> <li>• We may as Yeshim do design a background for the characters</li> <li>• All governors recognise the brilliant work from Yeshim and a well done will be passed on.</li> </ul> <p><b>Q – Can we patent or trademark them?</b>  <b>A – We can investigate that.</b></p>	
<p><b>11</b></p>	<p><b>Close of meeting.</b></p> <p>David Warner closes the meeting</p> <p>Alison Atkinson thanks all governors for their support and dedication over a very challenging year.</p> <p>David W and Alison A wish everyone a safe and restful summer and looks forward to seeing everyone next term.</p> <p>All Governors thank each other and wish everyone a lovely summer.</p>	

**Meeting Closed – 20.45pm**