

BROOKLAND INFANT AND NURSERY SCHOOL

FULL GOVERNING BODY

For meeting to be held on Thursday 9th March 2023 at 7.00pm online

Minutes

Attendance	Governor Type	22/09/22	24/11/22	9/03/23
Alison Atkinson	Headteacher	✓ (virtual)	✓	✓ (virtual)
Sheila Farmer	LEA Governor	✓ (virtual)	✓	✓ (virtual)
David Warner	Co-opted Governor Chair	✓	✓	✓ (virtual)
Tony Mizon	Co-opted Governor	A	✓ (virtual)	✓ (virtual)
Jane Allen	Co-opted Governor	✓	A	✓ (virtual)
Carly Curry	Parent Governor	✓ (virtual)	✓	A
Olewale Wale-Falope	Co-opted Governor	Ab	✓	A
In Attendance				
John Conlon	Clerk	N/A	N/A	✓ (virtual)
Kathryn Mitchell	Assistant Head	✓ (virtual)	✓	✓ (virtual)

Paperwork was available on GovernoHub.

Item	Topic	Action
1.	Welcome and apologies for absences Governors were welcomed to the online meeting. Apologies were received from Olawale Wale-Falope and Carly Curry. Absences were approved. Elain Phillips has resigned. A new clerk is being recruited.	
2.	Declarations of conflict of interest and a reminder of confidentiality No conflicts were declared. Governors were reminded that all Governing Body discussions and papers are confidential and should not be discussed with anyone outside of the meetings.	
3.	Notification of any urgent business not on agenda None.	
4.	Approval of the minutes of the last meeting held on 24th November 2022 Following the delay, the minutes were available on GovernorHub. Subject to some updates, the minutes were approved as an accurate record. The updated version has been added to GovernorHub. The Chair will sign a copy for the office to file. Matters Arising <ul style="list-style-type: none"> Governors need to undertake safeguarding training. The NSPCC link was circulated by Jane. She will send a reminder. The online course lasts three hours. Photos and a short biography are required for the website from those governors how have not submitted. Thanks to those who have already sent these. Exclusions training is required. Some has been sourced but a date of 24th March is a clash with the HIP visit. Fresh date is awaited and this will be communicated to governors when known. All other actions had been addressed or were on the agenda. 	
5.	To receive the Headteacher's report As circulated, the following items were highlighted; <ul style="list-style-type: none"> Attendance: Work is still underway to address this. Class-by-class itemised data is published on GovernorHub. The column headers were clarified: they 	

	<p>differentiate between SEND and non-SEND. The Herts average is published separately.</p> <ul style="list-style-type: none"> • Monitoring: Writing is still a theme across all years. This will be a focus for the HIP visit. • HIP visit: 24th March. Deep dives on writing and PSHE are planned. Guidance on handling the initial Ofsted phone call has been requested. A morning and afternoon summary will take place. Governors are welcomed to attend for any part of the day. • SDP update from KM: Leadership and management are a focus. Strike days have impacted on events. The school is in the middle of the monitoring cycle. • A SEND update report is available on request. KM updated. One child requires long-term therapy that has been offered to the family. Details are recorded on CPOMS. The child is more settled. Some times are more difficult to manage than others. Different strategies have been offered. <p>Part II item: staffing in the Nursery was addressed separately.</p>	
6.	<p>Approval of the Schools Financial Value Standard (SFVS) This was reviewed at the Resources committee and was recommended for approval. Approved.</p>	
7.	<p>Update on the reviews of School Development Plan (SDP) and priorities</p> <ul style="list-style-type: none"> • Dates for next review Next round of reviews for the SDP – see dates and times in the Head's report. • Friday 21st April 9.30am for the Quality of Education review; 26th April, 28th April. All governors are invited. 	
8.	<p>Committee Reports Resources Committee 9th February: As circulated, the following items were highlighted. The Nursery and numbers were discussed – this was prior to the latest development. The £15k energy grant will used to retro-fit the lighting throughout the building – this was approved. The playground will be re-surfaced.</p>	
9.	<p>Governing body membership/governor recruitment and succession planning Federation proposals mean this will be parked for the time being and will be saved for the federation discussion.</p>	
10.	<p>Governor Visits</p> <ul style="list-style-type: none"> • Visits are essential for monitoring purposes. • Action: Visits need to be scheduled by governors as soon as possible for the spring term or early on in the summer term by contacting the school. • The list of subject leads will be re-circulated. • The safeguarding visit is a priority. TM will meet with the Head ASAP. 	
11.	<p>Governor training including NSCPP safeguarding link to be circulated. Exclusions date TBC. Governors need to review their training. Clerk to circulate the list. Send link to the governors for training.</p>	
12.	<p>Federation consideration and discussion Discussion was around the options, benefits and disadvantages of federating.</p>	

13.	Any other business Policies will be covered	
14.	Part 2 - Re- staffing Confidential part of the meeting. Deputy SENDco	
15.	Date of the next meeting Thursday, 25th May 2023 – 7.00 pm Thursday, 13th July 2023 – 7.00 pm All meetings will be blended – ie F2F/Remote. Please let the Clerk know if you are unable to attend any of these meetings as soon as possible and whether you wish to attend F2F or remotely.	