

**THE GOVERNING BODY OF BROOKLAND INFANT AND JUNIOR SCHOOLS**  
**MINUTES OF THE MEETING HELD VIA TEAMS**  
**ON WEDNESDAY 13 JANUARY 2021**

**LA GOVERNOR**

\*Sapna Shah (Vice Chair)

**PARENT GOVERNORS**

\*Nick Astaire (Infant)

\*Claire Rosen (Junior)

**HEADTEACHERS**

\*Brenda McCafferty (Infant Headteacher)

\*Jenny Aylen (Junior Headteacher)

**NON-VOTING OBSERVERS**

\*Amy Simpson (Infant DHT)

\*Shirley Bates (Junior DHT)

**STAFF GOVERNOR**

\*Jenny Catley

\*Riaz Khan (rotating)

**CO-OPTED GOVERNORS**

Vacancy (Junior Teacher)

\*Emma McCabe (Infant Teacher)

\*Farnoush Bikdeli (Junior Support)

\*Tim Jackson

\*Michael Farhi

\*Shiv Haria Shah

\*James Clare

\*Lisa Weinbrenn

\*Tony Brand

\*Laura Pincus (Chair)

\*Joshua Hamerton

**ASSOCIATE MEMBER**

\*Katie Attwood

\*Carol Frankl

\*Harriet Bloom

**AGENDA**

**PART I**

21/1 **Welcome**

All Governors were welcomed to the meeting. Nick Astaire, new Parent Governor was formerly welcomed to the Governing Body.

Riaz Khan was introduced, he was currently undertaking his NPQSL- training course on senior leadership. Members of SLT had been invited to Governing Body meetings on a rotating basis until a formal Staff Governor election had been undertaken.

21/2 **Acceptance/ non-acceptance of apologies for absence**

There were none.

21/3 **Declaration of pecuniary interests**

No Governor present declared a pecuniary interest in the business to be discussed.

21/4 **Part I minutes of the meetings held on 29 September 2020**

The Part I minutes of the meeting held on 29 September 2020, copies of which had been circulated prior to the meeting, were **CONFIRMED** and virtually signed by the Chair, as a fair representation of the meeting.

21/5 **Part I minutes of the unclerked meeting held on 18 November 2020**

The Part I minutes of the meeting held on 18 November 2020, copies of which had been circulated prior to the meeting, were **CONFIRMED** and virtually signed by the Chair, as a fair representation of the meeting

#### 21/6 **Matters arising from the minutes**

The Chair reminded Governors that she had circulated a google form to keep a record of Governors who had read the Governor Code of Conduct, KCSIE 2020 and Safeguarding and Child Protection Policy, and those who had completed Safeguarding and Prevent training. If any Governor was unable or unsure how to access these, they were advised to contact her. Governors were reminded that the training package from Educare was also available for use.

It was clarified that the Junior School used Target Tracker to monitor pupil progress and the Infant School used Route Map.

It was confirmed that Joshua Hamerton had submitted his Safer Recruitment certificate.

Shirley Bates had also circulated a link to access Prevent and other training courses.

Laura Pincus added that lgfl email addresses had been created for each Governor; these would be circulated shortly.

#### 21/7 **Headteachers' reports and supporting documents**

##### **Infant Headteacher**

Copies of the IHT report, circulated prior to the meeting, were received and noted by Governors. Comments and questions were welcomed.

The IHT apologised for the report not being as thorough as usual noting the rapid changes within the School, in particular the move to remote learning in January.

The IHT explained that whilst there had been no official complaints, there had been a number of conversations with parents about the level and intensity of the recovery curriculum and their concerns that this was liquidating the main curriculum. The IHT had sent a letter and additional information to parents explaining the benefits of the recovery curriculum and highlighting that this was being taught as an *addition*.

A Governor enquired into whether children could span more than one area of need and how this was reflected in the monitoring of those with an EHCP and SEN support in particular. The IHT explained that children could have more than one area of need but that the main area of need was what was reported; this was their biggest barrier to learning.

Following a Governor question, the IHT provided an overview of the current situation in School. She confirmed that vulnerable children and children of key workers were in attendance with a bubble of 19 children in Nursery and Reception, 21 in Y1 and 12 in Y2. She noted however, that following a change in governmental guidance regarding the definition of a Key worker and if only one parent was classified as such, parents had been contacted to ask that they keep their children at home if possible. As a result of this, there would be two fewer children attending in the Foundation stage, three in Y1 (plus three self-isolating) and five in Y2 (for the next two weeks).

It was noted that of the 11 children with an EHCP, 9 of these were attending School although not all were on a full time basis. All vulnerable children were in School each day.

A Governor enquired into how children were being provided with meals. The IHT explained that all children in School were receiving a packed lunch from the catering company or bringing in their own. Plans were in place to start offering baked potatoes on Tuesdays and Thursdays. She added that all children in receipt of Free School Meals (FSMs) had been issued with vouchers. The School had decided not to use hampers as they had done previously, which meant families didn't need to come to School to collect them etc.

A conversation ensued amongst Governors about how long recorded lessons on Google Meet would be stored for, noting the IHT's intention for this to be two weeks with references added to the Computing and GDPR policies accordingly.

It was noted that recordings on Teams lasted 21 days with the choice then to upload these onto the cloud. The importance of ensuring the correct balance between safeguarding and GDPR was highlighted.

A Governor noted that in secondary schools, recordings were uploaded to the google drive and kept there for student reference. Unlike in the Infant School, the students were not asked to have their cameras on. Having the cameras on in the Infant School however was paramount to the learning. The IHT agreed to look into this further.

A Governor questioned whether the Headteachers had concerns about the gaps in learning and the effects this would have on children when moving into the Junior School. The Headteachers confirmed that planning for this was in place noting that this was not dissimilar to the information passed onto the Junior School under normal circumstances. The curriculum would be adapted according to the children's' needs with recaps inevitable. On review of the home learning submitted so far however, this was of good quality with the children engaging.

The JHT highlighted the good communication channels in place with the Infant School in regard to curriculum gaps and interventions. She highlighted the importance of children having a great attitude to learning with good work and social skills, with confidence and enjoyment of school.

Following a Governor question, the IHT noted that live teaching would continue to be a topic of discussion, particularly for parents. However, following conversations with parents and staff, the decision had been made that the current approach was best for the whole community. There were certain ages of children for example where they were not as able to sit in front of a screen and undertake work for longer periods. The provision was much better than that during the first lockdown with improvements continually made.

It was noted that children would have the opportunity to meet with their Teachers virtually once a week, noting that many children were missing this social interaction.

Following a Governor question, it was confirmed that parental consent had been obtained for all session recordings and parents would be informed how long these would be held. The relevant safeguards were in place with letters sent out setting out the expectations. Each google classroom had their own drive where everything would be saved and only the Teacher would have access to.

Governors noted the recent announcement from Ofsted inviting parents to write in to complain. It was suggested that Governors write to explain the provision offered by the Schools.

The Chair extended her thanks to the Parental Association (PA), who, under the extreme circumstances, were able to undertake very creative fundraising. The wellbeing of the children was very high prior to the lockdown- higher than expected, which was also evidence of the secure and positive school environment.

Attention was also drawn to the report of the Learning Network Inspector which took place on 12 November 2020. The School were congratulated on the overwhelming positive nature of the response.

*The IHT was thanked for her report.*

### **Junior Headteacher**

Copies of the JHT report, circulated prior to the meeting were received and noted by Governors. Comment and questions were welcomed.

The JHT explained that more formal reporting on Pupil Premium, SEN and Wellbeing would be made available shortly.

In summary, the JHT noted that the Autumn term had involved a lot of planning and effort to ensure Covid measures were in place. This allowed the School to concentrate quite quickly on Teaching and Learning with the PSHE activities undertaken, assisting children in being in a more positive place for learning.

Focus had been on acknowledging gaps in learning and identifying issues and how to mitigate against these. The Headteacher recognised and thanked the positive attitude of the children, staff and families.

She noted the extensive programme of interventions that had been enacted with issues with homework for example being identified very early on and allowing for provision to be put in place accordingly. 30 iPads had been loaned to children to allow them to access this from home for example. Similarly to the Infant School, evident improvements had been made to the quality of online learning since the previous lockdown with staff more confident.

The JHT extended her thanks to the PA for overcoming the challenges and not only raising funds but creating great community events that were accessible to all. £3,000 of their funds had been used to purchase laptops for staff. The Just Giving page had also been launched, which had already seen overwhelming levels of generosity.

It was noted that Carol Frankl had also provided staff with training on Autism which was very useful.

A Governor congratulated the School on its established home learning provision. The JHT confirmed that all children had access to live lessons.

Following a Governor question, the JDHT explained that the current level of children in school was manageable at 33-35 separated into bubbles of 8-9. However there were 69 on the list in total and numbers of that size would cause more of a challenge staff wise. The current figures allowed for exceptional online learning as well as interventions for SEN children.

It was confirmed that school vouchers had also been issued to families in receipt of FSMs; the IHT was thanked for all her work on this.

The JHT noted, similarly to the Infant School, that processes were in place for the saving of student sessions online, GDPR compliance and also linked to the Acceptable Use Policy. The JHT added the utility of having live lessons, in particular the opportunity this provided to maintain and monitor safeguarding.

Riaz Khan, who was leading on remote learning/provision highlighted the incredible journey that the School had gone on, acknowledging how quickly things were moving and the constant pace

of change. He highlighted the extensive team work involved and how impressed he had been with the independence that the children had shown online.

*The JHT was thanked for her report.*

#### 21/8 **School Development Plans**

Copies of the Junior SDP, circulated prior to the meeting, were received and noted by the Governors. The JHT noted that there had not been many changes with the focus remaining on wellbeing, recovery and catch up for example.

#### 21/9 **Staff governors' reports**

Jenny Catley extended her thanks to the IHT and staff for their continued support.

#### 21/10 **Nursery**

The IHT provided Governors with an update on the status of the Nursery noting the various and conflicting pieces of guidance issued by the Government. In the initial guidance, schools had been informed that it was at the discretion of Headteachers whether they opened Nurseries attached to primary schools. At that point, the IHT had made the decision to close the Nursery, particularly given the number of staff absence in that area. There was also the added layer of contradiction in that if the main School was unsafe to be fully opened then how this was different to the nursery building next door.

The guidance however had now changed, stating that Nurseries should be open. This had caused a lot of upset and confusion with all of the nurseries in primary schools in Barnet remaining closed. In addition to this, the government had stated that the census would be taken on 21 January using the number of children present on that day. If that remained the case, the School would be set to lose over £50,000 in funding.

It was expected that further guidance on the matter would be issued shortly. The Governors extended their support for the IHT in her decision making.

Following a Governor question, the IHT confirmed that nursery parents had not raised concern about it not being open.

#### 21/11 **Committee reports**

##### **Premises Committee**

An update was provided noting the successful signing of the swimming pool contract. Tim Jackson was thanked for his continued perseverance and determination with the project; noting the extensive benefits for the School for both the children and pressures of continued maintenance.

It was noted that Swim Tank were the company who would be working with the School. Works were expected to start next month with a build time of two months.

The IHT added that the rebuilding of the Y2 block was anticipated for April; further details were being confirmed.

*Carol Frankl left the meeting at 7.25pm*

##### **Finance Committee**

The Chair of the committee noted that the next meeting was scheduled for the end of January which would discuss the SFVS and Covid related budgets.

### **Safeguarding Committee**

The Chair of the committee agreed to schedule another meeting. She noted the pollution levels around the School, this would be discussed at a later date.

### **Curriculum Committee**

The Chair of the committee provided an overview of the meeting held on 1 December where they received a presentation from Riaz Khan about the blended learning provision in the Junior School. The committee also discussed the recovery curriculum and a number of policies for review.

The Chair noted that a date for a future Curriculum Tea would be reviewed, although it may be more sensible for 1-1 conversations between Governors and their respective subject leads to be pursued.

### **Communication and Community Engagement Committee**

It was noted that a meeting was scheduled for 19 January at 2pm.

The Chair noted that Nick Astaire, had not yet been allocated to a committee. Committee chairs were asked to invite Nick Astaire to any of their upcoming meetings as an observer.

### **Personnel Committee**

It was noted that there had not been another meeting since the last FGB. There was nothing to report.

### **Strategy Committee**

The Chair noted that a meeting had been held on 1 November where discussion focused mainly on risk. At the time, the main risk was staffing and supply cover although this no longer seemed an issue at present. An extraordinary meeting had also been called about the decision to close the Infant School at the end of term as the situation had become untenable.

### **21/12 Wellbeing**

The Chair noted that she had circulated the Governor for Schools Wellbeing seminar to sign up to if they wished.

Farnoush Bikdeli noted that the link also contained other free courses; she had attended one on children's wellbeing.

The Chair noted that she had also sent the link to the Director's briefing which provided headlines on events at borough and national level.

Joshua Hamerton noted the recent guidance from the DfE about staff completing risk assessments on their own home work stations. He agreed to send the details to the Headteachers to action accordingly.

***Action: Joshua Hamerton***

The IHT noted that all staff had completed a mental health qualification course.

### 21/13 **Policies**

There were none.

### 21/14 **Governor visits**

Clare Rosen noted that she had completed her Visit focused on the Recovery Curriculum as well as a meeting with Cara Christie to discuss PSHE and RSE.

Carol Frankl had completed her SEN visits with Danielle Lucas and Alison Gross, reports for which were on the Governors' zone.

Lisa Weinbrenn had undertaken a virtual meeting with Bryony Davies about English in the Junior School and a meeting with Emma McCabe in the Infant School had been arranged.

Harriet Bloom had completed her Link Visit with the History and Geography leads in both the Infant and Junior Schools.

### 21/15 **Chair's correspondence**

The Chair had received the following correspondence:

- A message from a resident worried that the Grit Bin at the bottom of the driveway had been removed (it was however just concealed by some foliage)
- A message from a resident about the potential for Brookland Schools to work with the HGS Horticultural Society
- A message from a parent asking for clarification about what remote learning schools had to provide
- A message from a parent about their child's EHCP and two other messages from other parents about the same

The correspondence had been responded to and/or escalated as appropriate.

### 21/16 **Governor support and development, and report of the link governor**

Governors were reminded of the development package purchased by the School, Educare. It was noted that there were a number of courses available.

### 21/17 **Dates of committee meetings**

The dates of future committee meetings were noted as:

- Finance: TBC
- Safeguarding: TBC
- Curriculum: TBC
- CCE: 19 January 2021 at 2pm
- Personnel: TBC
- Strategy: TBC
- Premises: TBC

### 21/18 **Dates of governing body meetings**

The dates of future Governing Body meetings were noted as:

- Tues 23 March 2021 6pm

- Tues 18th May 2021 6pm
- Wed 30 June 2021 6pm - unclerked

21/19 **Any Other Business**

Governors were thanked for their continued support. The Governors reiterated their appreciation of the work being undertaken by all the staff.

*The meeting ended at 7.55pm*