

THE GOVERNING BODY OF BROOKLAND INFANT AND JUNIOR SCHOOLS
MINUTES OF THE MEETING HELD VIA TEAMS
ON TUESDAY 18 MAY 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
*Bryony Davis (rotating)

CO-OPTED GOVERNORS

Vacancy (Junior Teacher)
Vacancy
*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

21/39 **Welcome**

All Governors were welcomed to the meeting.

21/40 **Acceptance/ non-acceptance of apologies for absence**

Apologies were received and accepted on behalf of Clare Rosen, Amy Simpson and Shiv Haria-Shah. Sapna Shah had informed the Chair that she would be slightly delayed.

21/41 **Declaration of pecuniary interests**

No Governor present declared a pecuniary interest in the business to be discussed. It was noted that Joshua Hamerton had a potential pecuniary interest as part of his role in Mini Minors.

21/42 **Governor Vacancies**

It was proposed that Tim Jackson be appointed as an Associate Governor until October half term to ensure all relevant projects were completed.

Following a show of hands, Governors agreed to **APPOINT** Tim Jackson as Associate Governor until October half term.

It was proposed that Katie Attwood be appointed as Co Opted Governor.

Following a show of hands, Governors agreed to **APPOINT** Katie Attwood as a Co-Opted Governor for a four year period ending on 17 May 2025.

It was noted that a key skills gap identified within the Governing Body was that of Human Resources; this was particularly important at present in order to navigate a number of HR issues. The Chair noted that an individual with such skills and interested on taking on the role had been identified, Daniella Jackson.

Daniella Jackson joined the call and introduced herself. She provided a brief background of her experiences noting that she belonged to the Chartered Institute of Personnel and Development (CIPD).

Following a show of hands, Governors agreed to **APPOINT** Daniella Jackson as an Associate Governor. This role would be reviewed at the first meeting of the next academic year.

21/43 **Part I minutes of the meetings held on 23 March 2021**

The Part I minutes of the meeting held on 23 March 2021, 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.

21/44 **Matters arising from the minutes**

It was confirmed that all actions had been resolved.

21/45 **Headteachers' reports/updates**

Infant Headteacher

Attention was drawn to the IHT's report and supporting documents, circulated prior to the meeting.

The IHT provided an update and overview. It was noted that there had been a number of long term sicknesses, however two of these had now returned to work. The IHT explained that the School had also taken on a Kick Start employee working with the school as a TA. After a parent had made the School aware of the scheme, they had also applied for two more. The aim of the scheme was to provide employment opportunities for 16-24 year olds who were at risk of unemployment. The individual currently employed was working 25 hours a week and was being trained on the job.

The Governors joined the IHT in thanking all staff for the work they had been undertaking, the constant changes and adaptations necessary and the challenges being overcome.

Attention was drawn to the SEN report, circulated prior to the meeting. The IHT noted the discrepancies between the percentage of children with autism nationally and the percentage attending the School. She added that the School were being recognised by a number of parents in the area as a School with provision for these needs and hence more applications were being made.

Taking these statistics into account, a Governor challenged why this trend was not addressed in the SDP particularly in terms of how many children the School could readily educate in a way that was sufficient. The IHT explained that many of the children with autism were high achieving and doing well and so they were not anticipating the need to apply for EHCPs for them. She recognised however the impact that those children with particular needs had on other children

and their learning and it was important to achieve the correct balance. There were three additional children with specific needs joining the School in Nursery and one in Reception.

Governors highlighted the importance of remaining mindful of these numbers and the impact on both the teaching and learning and budgets with sufficient support available from the LA.

A Governor questioned why the percentage of boys with SEND at the School was higher than the national average. The IHT explained that this was linked to the number of children with autism with most of the boys having an official diagnosis.

A Governor asked for further information on the Complex Needs Panel that the IHT was sitting on. The IHT explained that it had been very useful in terms of professional development. She noted that the panel consisted of a number of professionals including Speech and Language Therapists, Educational Psychologists and serving Headteachers. The panel reviewed applications received from schools for EHCPs, where they had agreed to assess or were applying for Early Years funding. The paperwork completed and submitted were reviewed and discussed by the panel who then agreed/disagreed with it and decided the relevant banding.

Being a part of such a process aided and informed the School when making any of their own applications, better understanding the local offer for example.

Following a Governor question, the IHT explained that the SDP contained the headline targets and actions. There were action plans that sat beneath these.

The IHT was thanked for her update.

Junior Headteacher

Attention was drawn to the JHT's report and supporting documents, circulated prior to the meeting.

Governors joined the JHT in thanking all staff for their endless work particularly with remote learning, support for SEN and continued teamwork. She added that feedback from the LNI had been very positive.

The JHT noted that there had been a lot of CPD undertaken, as detailed in the report. Governor attention was also drawn to the Pupil Premium report. The SEN report would be circulated shortly.

Action: JHT/Danielle Lucas

Following a Governor question, the JHT confirmed that wellbeing activities continued for both the children and staff. Simon Greenhouse was working closely with the children to support them and their families with complex needs.

Governor attention was drawn to the SDP, circulated prior to the meeting. The JHT noted that this contained the headlines for the summer term although a number of the priorities and action points would continue into the next academic year. The main headline focused on emotional wellbeing and health as well as a resilient school. It was noted that eight students were receiving counselling in School, two were working with the Play Therapists and another via Grief Encounter. There continued to be a lot of mentoring available for students in addition to this.

A Governor questioned what the comparison was between the number of Pupil Premium children at the School compared to national. The JHT explained that national figures were not available until July although there had been an evident increase. She reminded Governors that

the Government had altered the eligibility criteria timeframes which meant children identified between October and January were not funded this year.

A Governor questioned what changes the School would introduce post 21 June if restrictions were lifted. The JHT noted that the staff had been looking at the current measures in place and reviewing them. It was noted that some of those measures introduced had actually been very beneficial and therefore would be maintained. She added that Whole School meetings were scheduled for this week where these options would be discussed further with the students. The importance of remaining mindful of the potential impact of changes on students with autism for example, were highlighted. Transition processes were in place to support this.

A Governor challenged whether the School had sufficient capacity in place in the event of another wave of the pandemic. The IHT confirmed this noting that planning was underway for such an eventuality, reviewing different processes and mechanisms that could be put in place if necessary. The JHT noted that the Junior school had also been looking at the blended learning offer as detailed in the SDP. Whilst blended learning continued for example, it was important to ensure that there was no digital divide emerging. The Headteachers noted that staff continued to utilise and build upon the skills they had gained during remote learning and would continue to do so.

The JHT was thanked for her update.

21/46 **Budget 2021/22**

The Chair of the Finance Committee provided an overview of the meeting held on 14 May. Minutes of the meeting would be added to Governor Hub once finalised; the spreadsheets detailing the breakdowns were already available. She noted that the anticipated in year deficit in the Infant School was £88,000. This had been circumvented however by the previous years' contingency of £91,000. The carry forward for 2021/22 therefore was £2,100.

The IHT added that additional monies were still expected as part of the claims for staff absences from central Government. She noted that the School had claimed for £12,000 which was expected to be received by the end of May.

The anticipated in year deficit for the Junior School was £53,000. This had been offset by the surplus of £74,000 from the previous year. The carry forward for 2021/22 was therefore £20,830. It was noted that there had been no additional money added for capital projects, with £8,000 held in the account.

Tsevtia Dimitrova, Petia Petrova, Farnoush Bikdeli and Maria Pitsillides as well as the Headteachers were thanked for all their hard work on the budgets.

21/47 **Staff governors' reports**

Emma McCabe highlighted how well and positive the engagement of families with Google classroom had been. She noted that a lot had accessed the learning with positive feedback received from parents about the planning taking place. She added that if children were not accessing the learning online, families were contacted by phone and support offered. A number of children were accessing and completing the learning for example but not uploading it. For some parents who were working from home and finding it difficult to access the online resources, their children were engaged in other activities.

She added that the weekly Google meets as whole classrooms had been very beneficial and enjoyable with activities like class discos, scavenger hunts, talent shows and quizzes undertaken.

21/48 Committee reports

Premises Committee

Nick Astaire provided an overview noting that a number of projects were ongoing. He added that he had also completed a premises walk alongside Tim Jackson, identifying a number of projects in the pipeline.

It was confirmed that the refurbishments of the Y2 block were set to take place after half term and the work on the pool was progressing well.

Finance Committee

The Chair of the committee provided an overview of the meeting held on 14 May as noted above. The committee had also discussed the number of contracts that would need to be reviewed soon.

Safeguarding Committee

The Chair of the committee provided an update noting that the discussion had focused on the situation post Covid and the return to School. The next meeting would involve a review of a number of policies as well as looking at student wellbeing.

Curriculum Committee

It was noted that a meeting was scheduled for the following week.

Communication and Community Engagement Committee

The Chair of the committee provided an overview of the discussion noting that minutes of the meeting had been uploaded to Governor Hub. A number of policies had been reviewed as well as a discussion on communication during the lockdown and plans moving forward.

Personnel Committee

It was noted that the next meeting was scheduled for 27 May.

Strategy Committee

The Chair agreed to schedule a meeting.

21/49 Wellbeing

It was noted that staff morale remained high, with collaborative and supportive work continuing. The JHT added that Simon Greenhouse had initiated a staff survey focused on staff wellbeing to help identify possible future steps.

The IHT reminded Governors of the counselling service available to staff as well as the surgeries run by a member of staff.

It was noted that work continued with the new Early Years curriculum set to be in place from September 2021.

21/50 Policies

There were no policies for review.

21/51 **Governor visits**

Harriet Bloom noted that she had met with the relevant subject leads in both Schools in her role as Link Governor for History and Geography. The reports would be finalised and added to Governor Hub accordingly.

Governors were encouraged to discuss the relevant parts of the SDP with their subject leads as part of their Link visits. It was noted that these visits could take place remotely or face to face.

Lisa Weinbrenn noted that she was scheduled to visit the School after half term to look at students' books and observe the big writing tasks in process.

Laura Pincus noted that she had met with the Foundation Stage lead to discuss all the new changes ready for September.

21/52 **Chair's correspondence**

The Chair had received the following correspondence:

- Emails enquiring about the hiring of the hall
- Contact from a prospective Governor. The application would be kept on file pending a relevant vacancy
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21/53 **Governor support and development, and report of the link governor**

Governors were reminded to complete their safeguarding training.

Once completed, Governors were asked to add it to Governor Hub and inform Farnoush Bikdeli.

21/54 **Report of the Director of Education and Skills:** <https://www.barnet.gov.uk/wwc-home/information-for-schools/school-governors/meetings-and-reports.html>

Governors noted the report and its contents.

The JHT noted the work that the LA were undertaking in terms of school place projection with areas of the borough where there were a number of school vacancies. The need for some specialist hubs were noted.

The IHT noted that the Nursery was currently full with all 90 places offered in Reception. There was also a waiting list, although this was shorter than in previous years. The office staff were thanked for all their work on this in terms of their communication with parents etc.

21/55 **Dates of committee meetings**

The dates of future committee meetings needed to be confirmed:

- Finance:
- Safeguarding: Fri 21 May 2021 9:30
- Curriculum: Fri 28 May 2021 9:15
- CCE: TBC
- Personnel: 27 May
- Strategy: TBC
- Premises: TBC

21/56 **Dates of governing body meetings**

The dates of future Governing Body meetings were noted as:

- Wed 30 June 2021 6pm – unclerked. The Chair noted that the subject focus of this meeting would need to be confirmed.
- Tues 5 Oct 2021 6pm
- Wed 17 Nov 2021 6pm - unclerked
- Wed 12 Jan 2022 curriculum tea 3:30/FGB 5pm
- Tues 22 March 2022 6pm
- Tues 17 May 2022 6pm
- Wed 6 July 2022 6pm unclerked

21/57 **Any Other Business**

There was no further business to be discussed.

The meeting ended at 7.40pm