

**THE GOVERNING BODY OF BROOKLAND INFANT AND JUNIOR SCHOOLS**  
**MINUTES OF THE MEETING HELD AT THE JUNIOR SCHOOL**  
**ON TUESDAY 24 MARCH 2020**

**LA GOVERNOR**

\*Sapna Shah (Vice Chair)

**PARENT GOVERNORS**

\*Laura Pincus (Infant) (Chair)

\*Claire Rosen (Junior)

**HEADTEACHERS**

\*Brenda McCafferty (Infant Headteacher)

\*Jenny Aylen (Junior Headteacher)

**NON-VOTING OBSERVERS**

Amy Simpson (Infant DHT)

Shirley Bates (Junior DHT)

**IN ATTENDANCE**

Amira Nassr (Clerk)

**STAFF GOVERNOR**

\*Jenny Catley

**CO-OPTED GOVERNORS**

\*Emma McCabe (Infant Teacher)

\*Farnoush Bikdeli (Junior Support)

\*Tim Jackson

\*Michael Farhi

\*Shiv Haria-Shah

\*James Clare

\*Lisa Weinbrenn

\*Tony Brand

X 3 Vacancies

**ASSOCIATE MEMBER**

\*Katie Attwood

\*Carol Frankl

Harriet Bloom

\*denotes member present

20/26 **Welcome**

The Chair welcomed all Governors to the meeting. As this was the first virtual meeting, via teleconference, all Governors were reminded of the expected conduct. Discussions would remain confidential as would be the case with face-to-face meetings and all agreed that no recordings would be undertaken.

The Chair agreed to circulate the Virtual meeting policy to remind Governors of these stipulations.

***Action: Chair***

On behalf of the Governors, the Chair wished to thank the Headteachers and staff for all their hard work, coordination and action taken in such a short space of time. The Headteachers returned this, thanking Governors for their support and quick decision making as well helping to ensure their own wellbeing.

20/27 **Acceptance/Non- Acceptance of apologies for absence**

Apologies were received and accepted on behalf of Harriet Bloom, Shirley Bates and Emma McCabe.

20/28 **Declaration of Pecuniary Interests**

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

### **20/29 Confirmation of Sapna's reappointment as LA Governor**

Governors were reminded that Sapna Shah had been nominated to the position of LA Governor for the School. Governors agreed to **RE APPOINT** Sapna Shah as LA Governor for a four year period ending on 23 March 2024.

### **20/30 Co-opting Governors**

The Chair noted that her term of office as Parent Governor was due to end shortly. This meant that there would be an Infant Parent Governor vacancy.

It was proposed that Laura Pincus be appointed as Co-opted Governor for a four-year period.

Laura Pincus muted the phone and following a unanimous vote, Governors **AGREED** to appoint her as Co-opted Governor for a period of four years ending on 23 March 2024.

It was noted that the Parent Governor election had been postponed until a later date due to the current circumstances. It would be run again with the same candidates once feasible.

### **20/31 Governors role in regards to parents**

The Chair noted that some Governors had been approached by parents regarding operational matters. Governors were reminded not to get involved in these conversations and refer parents to the relevant member of staff. Governors were advised not listen to the details of any of these as it could compromise them in terms of complaints at future points.

If a Governor was approached, they were asked to relay this to the Chair in an anonymised manner.

### **20/32 Minutes of the meeting held on 15 January 2020**

The Part I Minutes of the meeting held on 15 January 2020, copies of which had been circulated prior to the meeting, were **CONFIRMED** as a fair representation of the meeting.

Any comments were to be emailed to the clerk.

### **20/33 Matters Arising**

Any outstanding actions would be covered via email.

The JHT noted that Ofsted had cancelled all inspections for the foreseeable future.

### **20/34 Headteachers' Updates**

#### **Infant Headteacher**

The IHT provided Governors with an update. She noted that the School had approx. ten children per day, those with an Educational Health Care Plan (EHCP) or children of key workers.

All staff had been risk assessed as some were still coming in. As a result of this, staff had been categorised into three groups: those with pre-existing medical conditions/vulnerable and therefore self-isolating for 12 weeks; those with young children at home and; those who were able to come into School. Of the last group, volunteers were asked to come forward.

The IHT noted that she was overwhelmed with the number of positive responses.

She added that there was a positive feeling around school with measures in place to support staff with anxiety and wellbeing as well as WhatsApp groups to help with communication. Health Assure was still available for staff to use. There was also a lot of food being donated to the School from local businesses as a result of the work undertaken by James Flanagan

### **Junior Headteacher report**

The JHT provided Governors with an update. She noted that the Junior School was also receiving food sourced by James.

She explained that all staff had been sent letters explaining that some staff members were more vulnerable than others, highlighting the social and moral focus of looking after one another. A survey was then put out to all staff, which helped to identify which staff members should not be coming in to School due to underlying health issues; caring for another person; having to use public transport and those that wanted to come in. A rota was then devised.

At the SLT meeting this morning, staff were asked to share names of peers who they were worried about to ensure that they were receiving the necessary help.

In terms of numbers, there had been six children the previous day and seven today. Staff were working with the children to better understand what social distancing meant for them and ensuring that they were well looked after.

The Schools were also looking into facilities for children with FSMs, making boxes and delivering it to them.

Carol Frankl noted that a member of staff at the school she was working at and was meant to open on Monday had contracted the virus and so the school could no longer open. She enquired into what plans the School had in place if a similar instance occurred there.

The IHT explained that she would contact Public Health England for advice in the first instance. She added that they were only using a limited space in the School, which was deep cleaned throughout the day (every morning and every afternoon). If they had to close, they would probably contact Garden Suburb Infant School to see if they could take their children. If she herself became ill, as the only Designated Safeguarding Officer (DSO) at the Infant School, the DSO at the Junior School would be used. She noted that there was a long list of staff willing to come in as and when needed.

A Governor noted that one's sense of smell and taste was a symptom of the virus that they had experienced.

The IHT informed Governors that when the planning for work for children was sent out, the Inclusion Officer was reviewing it and making adaptations for those children where necessary. The Inclusion Leader was also ringing those children with EHCPs at least once every two weeks to see how they were.

Staff were also calling all children once every two weeks.

The JHT added that the families of those children with EHCPs were all called on Friday to establish whether they wanted to send their children to School or not. They would also be called every week to offer any support. TAs who were working with children on a one to one basis were also creating extra resources for them.

In addition to this, the School were calling all families in receipt of FSMs to discuss current access to work and food packages etc.

Following a Governor question, the Headteachers confirmed that this included children in receipt of Pupil Premium; managing them on a list and members of the SLT and Teachers ringing them periodically.

A Governor enquired what the plan was for School opening over the Easter holiday. The IHT noted that she and the JHT had been in discussion with Minni Minors about this in terms of their expectations and aims of a service. They noted however that because all activities had been cancelled over Easter, they had also cancelled all their staff. Minni Minors were reviewing what they could do in the circumstances and would get back to the Headteachers as soon as possible.

If this was no longer feasible, the Headteachers would devise some sort of plan and link in with other Barnet schools to see what they were offering.

Following a Governor question, the IHT noted that phone calls to families would be made just before the Easter break and just after.

A Governor noted that with the children being at home more and a lot of their work being undertaken on screens, it would be useful to send a reminder to parents about online safety.

***Action: Headteachers***

It was noted that locks could be added to House Party features.

The Chair noted that a parent had started to create an unofficial Brookland website to host information on access to resources and support as well as links to activities.

The JHT noted that a list of tested links had already been added to the School website and would forward the list to the Chair to compare.

***Action: JHT***

The Chair agreed to review this and discuss this further with the parent before the site went live.

***Action: Chair***

Governors noted the potential to overwhelm parents with too much information from different sources.

## 20/35 **Committee Reports**

Committee Chairs were asked to circulate a summary of their most recent meetings.

***Action: Committee Chairs***

## **Finance committee**

The Chair of the committee provided an overview of the virtual meeting conducted on 23 March. She noted that the School budgets had been reviewed and there were obvious uncertainties in regard to handling contracts and income lost through lettings.

The budgets would not need to be ratified until May and so these would be updated and discussed accordingly.

A summary would be provided to Governors shortly.

### **Safeguarding Committee**

The committee had not yet met.

### **Curriculum Committee**

The committee had not yet met.

### **Communications, Community and Engagement Committee**

The committee had not yet met.

### **Personnel Committee**

The Personnel Committee was due to meet on 20 March 2020. However, due to the demanding and fluid situation as a result of COVID-19, the decision was taken to postpone the meeting. The Committee will seek to progress items as far they sensibly can by email and, once circumstances have settled a little, will arrange a virtual meeting of the Committee.

### **Strategy Committee**

The committee had not yet met.

### **Premises Committee**

The committee had not yet met.

### **20/36 Governor Visits**

Governors were reminded to add any Governor visits completed to the Governor zone on the School website.

### **20/37 Chair's Correspondence**

The Chair provided an overview of the correspondence received:

- Conversations with potential candidates for the Parent Governor election
- A number of thank you emails from those who received letters from Y6 children to those vulnerable/self-isolating individuals
- Issues raised by residents regarding the safety of roads and pavements. Harriet Bloom had contacted Cllr J Marshall about these.

### **20/38 Policy Compliance**

The Chair noted the new statutory policies that had been introduced; these had been added to the Four Year Plan. It was confirmed that the School was compliant.

### **20/39 Governor Support and Development and report of the Link Governor**

It was noted that all sessions had been cancelled.

Governors were reminded of their memberships to the School Bus and NGA and to make use of these.

It was noted that Governors to Schools Webinars were also being introduced. The Chair agreed to circulate information about these to Governors.

***Action: Chair***

20/40 **Education and Skills—Director’s Report Spring 2020**

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

**1. School Funding**

The DfE announced the allocation of the Dedicated Schools Grant to local authorities on 19<sup>th</sup> December 2019. Colleagues in the school funding team have been processing the numbers since then in order to generate indicative allocations to primary and secondary schools through the school funding formula.

All primary and secondary schools will receive a minimum increase of 1.84% per pupil through the pupil-led element of the schools funding formula, which is the maximum Minimum Funding Guarantee allowed by the DfE. Schools that benefit from the national funding formula may get higher increases, as there is no cap on gains this year.

Note that the teachers’ pay grant and teachers’ pension employer contributions grant will both continue to be paid separately from the National Funding Formula in 2020/21.

**2. Early Years Funding**

From 1<sup>st</sup> April, schools and academies will record all their nursery children on the Synergy system and will be paid monthly by the Early Years funding team. Those that have 2 year olds will already be using this system and schools that have children accessing the 30-hour offer will also be familiar with the portal.

**3. Local Area SEND inspection**

In the very near future, Barnet is due an inspection under the Local Area Special Educational Needs and Disabilities Inspection Framework. This inspection is conducted jointly by Ofsted and the Care Quality Commission (CQC). During the inspection, Inspectors will review how we meet our responsibilities to children and young people (from birth to age 25) who have special educational needs and/or disabilities. The Inspection covers the three areas of Education, Health and Social Care.

**4. SEND strategy consultation**

A review of Barnet’s Special Educational Needs and Disabilities (SEND) Strategy (2017 – 2020) is being undertaken to make sure that it reflects the current needs in Barnet, and provides a framework for all partners supporting children and young people with SEND to work to over the next few years. The strategy is for everyone involved with SEND, including parent carers, children and young people, headteachers, governors, school and setting staff, health and social care professionals and the voluntary sector. The strategy will set out the vision, principles and strategic priorities that aim to achieve the best possible outcomes for children and young people aged 0-25 years with SEND.

## **5. Looked After Children Transition Hub**

In October 2019 the YEF announced that 22 projects across England and Wales would share in £16.2m to help prevent youth offending by intervening early to stop children getting involved in crime. **The Transition Hub is one of the 22 projects.**

The purpose of the Transition Hub is to support children, carers and schools with these many changes. The intended outcome of the project will be to ensure more stable care and school placements for children in care aged 11-14.

## **6. Ofsted Consultation**

Ofsted are seeking views on the removal of the exemption for outstanding schools, colleges and other organisations delivering publicly-funded education and training. Some schools, colleges and other organisations delivering publicly-funded education and training, that were rated outstanding by Ofsted at their last inspection, are legally exempt from further routine Ofsted inspection. This consultation seeks views on the removal of the exemption. The consultation is open until 24<sup>th</sup> February 2020. Governors are encouraged to respond to this consultation giving their views.

Follow the link

<https://consult.education.gov.uk/inspection-and-accountability-division/removal-of-the-outstanding-exemption/>

## **7. Barnet Local Plan Consultation**

The Local Plan is one of the most important documents that must be produced for the Borough. This document sets out a planning framework of 51 policies and 67 site proposals. These will help shape the future of Barnet over the next 15 years, balancing a need to respond to a changing population - with new homes (46,000) and new jobs (27,000) as well as securing the community infrastructure such as schools to help support this growth – while also maintaining the qualities that attract people to live in Barnet. It will involve at least two periods of public consultation and an examination by an Inspector appointed by the Secretary of State.

## **8. Capita Peoples Solution Update**

**Clare Alan–Waller** has joined as the new HR & Payroll Services Director for Education. Clare has extensive experience working in the Education Sector as a HR & Payroll Professional. Clare is dynamic, client focused and is passionate about creating a service which gives her customers a positive experience. Clare has extensive experience in digital transformation and is keen to work with our Education Clients to develop a service which is cost effective and high performing.

## **9. Governor Services: Updated Affordable offer**

The Governor Services offer from April 2020 has been reviewed. Barnet will be offering a single Governor Support Programme which includes training and advice. This reviewed offer will include the re/introduction of governor training courses according to demand and forthcoming changes. These include courses which focus on New and Aspiring Chairs, Performance Data, the Role of the Committee Chair, Financial Management, Website Compliance, Relationship, Sex and Health Education (RSHE), and Ensuring the Wellbeing of the Headteacher/Staff. This is in addition to the regular highly-regarded courses, such as the Induction for New Governors, and the various forums for governors based on designated areas of responsibility (eg: SEND, Child Protection and Safeguarding, Pupil Premium,

Chairmanship, Ofsted). Barnet are ensuring that the training package is as comprehensive as ever.

Given the budget pressures on schools the aim is to offer the service at a much lower rate than before, at £1200pa. Compared to previous prices, this is extremely good value for money thanks to efficiency savings we've managed to make at a time of budget pressures on the LA and Barnet schools alike.

## **10. Governance Self Evaluation Audit Enhanced feedback session**

Many Governing Boards have submitted their annual Governance Self-Evaluation Audits. This was included in the previous version of this report and will continue to feature in future autumn term reports. The tool is used to help drive improvement in the quality and impact of governance.

This term, Governor Services has arranged an enhanced feedback and knowledge sharing session to review audits collectively. This session takes place at **7pm, Monday 9 March at Foulds School** and will be ran by Bronwen Tumani, National Leader of Governance. More information and registration details are available, along with all Governor Training courses, via <https://www.barnetce.org.uk> (click on 'All traded and other training').

## **11. Policy Schedule**

The Department for Education (DfE) recently released a new statutory policy schedule which provides guidance for policy management for both maintained schools and academy trusts.

Governing Bodies are advised to maintain a policy schedule (for all policies both statutory and non-statutory) which contains clear policy review dates. This should be monitored termly to ensure policies are reviewed and updated in a timely fashion.

### **20/41 Any other Business**

#### **Outstanding documents**

- Governors were reminded to send their reference letters to Farnoush Bikdeli.
- Those Governors who had not completed their Governor Bios were asked to send these to Farnoush Bikdeli
- Any outstanding subject visit reports to be sent to Farnoush Bikdeli
- The Chair agreed to work on the Four Year Plan as well as the new policy schedule that had been sent through

A Governor noted that the Proms had been cancelled this year and would send the information received to Simon Greenhouse.

#### **Timetable for children**

A Governor enquired into any way the timetable for the curriculum could be sent to parents to help them plan their child's learning, emulating the school day.

It was noted that guidelines had been circulated to parents about how to help their children at home but class teachers could be emailed with any queries.

### **20/42 Dates of committee meetings**



Dates of committee meetings:

- Safeguarding: TBC
- Curriculum: TBC
- CCE: TBC
- Personnel: TBC
- Strategy: TBC
- Premises: TBC
- Finance: TBC

20/43 **Dates of Governing Body Meetings**

- Tuesday 19 May 2020 6pm
- Wednesday 1<sup>st</sup> July 2020 6pm (unclerked training and presentations)

*The meeting finished at 7pm.*