

THE GOVERNING BODY OF BROOKLAND INFANT AND JUNIOR SCHOOLS
MINUTES OF THE MEETING HELD AT THE JUNIOR SCHOOL
ON TUESDAY 24 SEPTEMBER 2019

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

*Simon Greenhouse (Junior Teacher)

*Emma McCabe (Infant Teacher)

*Christine Rafferty

*Farnoush Bikdeli (Junior Support)

*Tim Jackson

*Michael Farhi

*Shiv Haria-Shah

*James Clare

*Lisa Weinbrenn

*Tony Brand

X 1 Vacancy

ASSOCIATE MEMBER

Katie Attwood

*Harriet Bloom

Carol Frankl

*denotes member present

19/52 **Welcome**

The Chair welcomed all Governors to the meeting.

19/53 **Acceptance/Non- Acceptance of apologies for absence**

Apologies were received and accepted on behalf of Carol Frankl and Katie Attwood.

19/54 **Declaration of Pecuniary Interests**

No Governor present declared a pecuniary interest.

19/55 **Approval to Co Opt new Governors**

The Chair introduced Tony Brand to the Governors; he provided a brief background about himself.

Following a show of hands, Governors **APPROVED** the appointment of Tony Brand to the position of Co-opted Governor for a four-year term, ending on 23 September 2023.

19/56 **Appointment of Chair**

Nominations for the position of Chair were welcomed at the meeting. Governors considered the one nomination received on behalf of Laura Pincus.

Upon a show of hands, the Governing Body unanimously **RESOLVED** that Laura Pincus be re-appointed as Chair for the Academic Year 2019/2020, or until her successor was appointed.

19/57 **Appointment of Vice Chair**

The Chair invited nominations for the position of Vice Chair. Governors considered the one nomination received on behalf of Sapna Shah.

Upon a show of hands, the Governing Body unanimously **RESOLVED** that Sapna Shah be re-appointed as Vice Chair for the Academic Year 2019/2020, or until her successor was appointed.

All were congratulated on their positions.

19/58 **Annual Register of Business Interests**

Governors were requested to complete the pro forma provided in their agenda packs for the meeting and return these to Farnoush Bikdeli for inclusion in the Register of Business Interests.

19/59 **Minutes of the meeting held on 21 May 2019**

The Part I Minutes of the meeting held on 26 March 2019, copies of which had been circulated prior to the meeting, were **CONFIRMED** as a fair representation of the meeting.

19/60 **Matters Arising**

19/40 **Matters Arising**, *19/25 Committee Reports, Strategy Committee*: The Chair noted that she was still updating the Risk Register. A Strategy meeting would be scheduled to discuss this further.

Action: Chair

19/41 **Headteachers' Reports**, *Infant Headteacher's Report*: It was noted that the School continued to undertake research and work on the acquisition of grants Michael Farhi had circulated some information on bids.

19/61 **Annual Review of Committee Structure, Membership & Terms of Reference**

Governor attention was drawn to the spreadsheet detailing the committee structure and membership.

Governors were given the opportunity to join or leave committees as well as amend their Link Governor subject.

Following discussion, the lists were updated and would be circulated after the meeting.

Terms of Reference for each committee would be discussed at the first meeting of each committee.

Action: Committee Chairs

19/62 **Governor Code of Conduct**

Governor attention was drawn to the Code of Conduct circulated prior to the meeting. The Chair noted two slight amendments to wording as discussed at the Personnel committee.

Following a show of hands, Governors **AGREED** to the Code of Conduct and the Chair signed a copy on behalf of the Governing Body.

The Chair reminded Governors of the role of social media and ensuring that they acted in a manner that was befitting and representative of the School. She confirmed that there had been no issues.

19/63 **Approval of residential trips**

The Infant Headteacher reminded Governors of the Infant School trip to Moat Mount (a camp site near Mill Hill). Each Y2 class had one overnight stay, staggered over the week of 7-10 July 2020. The trip involved a number of activities coordinated and run by qualified members of the organisation.

It was confirmed that a risk assessment would be conducted closer to the trip dates and submitted to the Local Authority for approval.

Following a show of hands, Governors **APPROVED** the Infant School trip to Moat Mount for July 2020.

The Junior Headteacher noted the Junior School trip to Osmington Bay. This was a three-night residential trip to the PGL Centre in Dorset. The trip had received positive feedback from both staff and children the previous years it had been run and was closely linked to the Geography curriculum. A risk assessment for the trip scheduled in October 2019 had already been completed and reviewed by Governors.

It was noted that approximately 11 children were not attending the trip this October and the School had spoken to each of the families to ensure that the reasons were not financially lead.

Following a show of hands, Governors **APPROVED** the residential trip to Osmington Bay for October 2020.

19/64 **Headteachers' Reports and supporting documents**

Infant Headteacher report

Copies of the Infant Headteacher report as well as data documents, circulated prior to the meeting, were received and noted by the Governors.

Leadership and Management

The current number of children on roll was 315. It was noted that one child had left in Year 1 and there was no waiting list. Following a Governor question, the IHT explained that this was not advertised but was added to the system used in Barnet which registered spaces.

Governors noted the high number of SEN staff, indicative of the high level of need amongst the students. The IHT highlighted the difficulty of managing this particularly within the context of reduced funding and resources. She added that staff were amazing and very creative not limiting themselves to 1:1 provision.

Data for end of Foundation Stage and KS1 and Phonics for Pupil Premium (PP) students was detailed in the report. For the 15 PP children in the Foundation Stage, 53% achieved GLD. Of the 14 PP children in KS1, 64% achieved working at or above in Reading, 57% in Writing and 64% in Maths.

For children in receipt of SEN support, 33% achieved GLD in the Foundation Stage. In KS1, 61% achieved working at or above in Reading, 54% in Writing and 61% in Maths.

For children with an EHCP, 53% of children in the Foundation Stage achieved GLD. An explanation of how this was measured was detailed in the power point document. In KS1, 50% of children achieved working at or above in Reading, 0% in Writing and 50% in Maths.

Following a Governor question, the IHT explained that the two children with an EHCP in KS1 had particular needs that meant it was difficult for them to achieve in Writing.

Safeguarding: there were currently no families on a CAF and no Child in Need nor LAC. The Child Protection policy had been updated and shared with staff. All staff had undertaken safeguarding training at the beginning of the term as well as receiving the new Keeping Children Safe in Education document.

Personal development, Behaviour and Welfare

Attendance for the academic year 2018-19 was 95.64% and without religious observance, it was 96.13%.

There had been no exclusions or cases of racial harassment.

Following a Governor question, it was noted that all new Reception children had settled in well; highlighting the hard work of staff members as well as the benefits of home visits.

Teaching, Learning and Assessment

It was noted that all Teachers and TAs had completed their summer term observations. During the next two weeks, all staff were scheduled to meet with their appraisers to review last year's targets and set new targets for 2019-20.

Outcomes for pupils

Pupil Progress meetings were undertaken during the summer term. The focus was on progress made by disadvantaged children and those at risk of underachieving, as well as a discussion on provision for More Able children and other children.

Data for 2019 was detailed in the report. For the Foundation Stage, 74% of children achieved GLD; higher than national.

In Maths 83% of children achieved Working At and 31% Greater Depth. For Writing, this was 80% and 18% and for Reading, this was 80% and 33%.

Governors commended the positive results. The IHT explained the positive impact of Maths Mastery; this was the first cohort that had had two years of the programme. The School had also decided to introduce it from Reception from this year. The programme particularly helped children to be able to explain the Maths they were doing.

The IHT added that the School had also introduced a TRG (Teacher Research Group) which involved one Teacher teaching and another two observing. This process was not to critique

but rather to encourage learning and best practice, upskilling teachers. Y3 Teachers had also visited the Infant School to partake in this, helping with consistency and transition from Y2 to Y3.

It was noted that the Attainment and Analysis document would be discussed in further detail at the Curriculum committee meeting.

The last fire drill had taken 3.20 minutes with everyone registered and accounted for. The IHT confirmed that this was a positive result especially as it was unannounced.

The IHT was thanked for her informative and succinct report and data documents.

Junior Headteacher report

Copies of the Junior Headteacher report, Data Analysis for the Year 6 SATs, SEN profile, SDP end of year review, SEF and Secondary school transition list, circulated prior to the meeting, were received and noted by the Governors. The JHT noted that she had structured her report in line with the new Ofsted framework.

The quality of education

Governors commended the positive results as outlined in the data analysis. The JHT highlighted the careful planning that went into the preparation and thanked all staff for their input and efforts.

A Governor asked for clarity on some of the detail within the tables in the SEN profile document. The JHT explained that SEN K referred to a child who had an identified special need and usually an individual support plan. SEN A referred to children with broader additional needs/ additional provision or those the School were monitoring or assessing for SEN.

The key priorities of the SDP: 1. Effective feedback and marking and 2. Analysis of progression in key skills for every subject and for each ability level with a focus on the higher attainers in particular, were addressed as planned and made a significant impact on learning, assessment and workload. The School were currently working on the SDP for the following year.

A Governor asked for clarity on the one child noted as 'unplaced' in the secondary school transition list and asked if there was an update. The JHT explained that the child had been offered a place that they did not accept and was on a waiting list for another school desired.

Following a Governor challenge, the JHT confirmed that she regularly met with parents to ensure that they were not in this position in September, offering continued help and assistance with secondary school applications.

A discussion ensued amongst Governors regarding the results of the Parent Survey, noting that some of the percentages, in relation to questions on bullying (56% agreed that 'the School deals effectively with bullying'), seemed slightly concerning.

The JHT explained that the most parents had answered "I don't know" to the question about whether the School had effectively dealt with bullying as their child had not experienced bullying. She added that the School continued to have anti bullying as a thread throughout the year, with sessions for both children and parents.

Governors suggested that the question on bullying be rephrased to make it clearer as well as adding results from the previous year alongside to allow for an easier comparison.

Safeguarding: As of July 2019, the School had 44 children on the wellbeing monitoring list and 19 on the concerns list, including one child on a Child Protection plan and four with social services involvement.

Behaviour and Attitudes

A Governor drew attention to the one incident of serious behaviour and questioned what action the School had taken in relation to it.

The JHT explained that there were no other children present at the time of the incident and it had been dealt with correctly and effectively in line with School policy.

Attendance for the academic school year was 96.6%, with 0.6% unauthorised absence.

Personal Development

The School continued to promote the development of SMSC with the number and variation of assemblies, fundraising events and activities underpinning this and the rich opportunities available to children.

Leadership and Management

The monitoring of teaching and learning continued with Teachers formally reviewing their appraisal targets and staff working together to collate the impact of their school development action plans over the year.

Appraisal targets were reviewed and new targets set for the TA team using the new appraisal structure and revised Job Descriptions.

Pupil progress meetings were undertaken for all year groups, highlighted the Teachers' in depth knowledge of each pupil's strengths and needs as well as informing decisions about intervention planning for PP, SEN, other target pupils and cohort initiatives and target areas.

There had been a number of staff development and training activities undertaken; these were listed in the report.

Other Key information

The JHT noted that the Y3 toilets had been well received, thanks to the efforts of the Parents Association (PA).

The School currently had 361 pupils on roll.

SEF

A Governor drew attention to the draft SEF and the description of "to maintain outstanding, we will....." enquiring into the position of Writing at the School.

The DHT confirmed that the School were not weaker in Writing and that last year was the last year of the different grade boundaries. Moving forward, the School would be able to make better, easier and more clear comparisons. It was noted that Writing was Teacher

assessed and Barnet as a borough was a lot more thorough in its assessment compared to national.

A Governor made reference to a Teacher presentation given to Governors at a previous meeting and questioned why the reference to the focus on girls in Science had not been included in the SEF.

The JHT explained that the document was still in draft and noted that Science was a focus for the School this year. These focuses would continue to be shaped through monitoring and analysing data.

The JHT was thanked for her comprehensive and informative report and supporting documents.

19/65 **Staff Governor Reports**

The Staff Governors from the Infant School noted that an update had been included within the IHT report. They added that there was a lot of new staff who had all settled in well. All staff had attended the Safeguarding training at the start of September.

The Staff Governors from the Junior School noted that the Summer term had been very busy but very successful. The Open Evening had been very positive as had the end of Y6 production, with multiple children's achievements and awards across the curriculum.

It was noted that staff were working hard to ensure that the School were ready for the new Ofsted framework with a lot of team work being undertaken to coach and share knowledge. The two new Compton SCITT students were settling in well.

It was noted that Simon Greenhouse was stepping down from his staff governor role after this meeting. He was thanked for all his contributions to the Governing Body in his 13 years as a Governor.

Simon Greenhouse left the meeting.

A Staff Governor election would be coordinated accordingly.

The IHT noted the possibility of the 'deep dives' that Ofsted would be undertaking. The importance of cultural capital was highlighted; what a school offered students to prepare them for the outside world with vulnerable children being just as well prepared.

It was suggested that Governors have a presentation on the new Ofsted framework at the start of the next FGB.

Action: Headteachers

Governors were reminded of the Ofsted training offered through Barnet.

Lisa Weinbrenn agreed to circulate her notes from a recent Ofsted training.

Action: Lisa Weinbrenn

Harriett Bloom left the meeting

19/66 **Committee Reports**

Finance committee

Minutes of the Finance committee meeting held on 14 June had been circulated. An informal meeting had also been held recently, which the Chair provided an overview of. She noted that the cleaning contractor had increased their charges and so the School had undertaken a tendering process to find a new supplier.

The committee would also be reviewing their payroll provider as there had been a number of payroll issues with Capita, as well as the catering contract.

The Headteachers thanked the committee for all their work in alleviating some of the pressure from them.

Minutes would be circulated at the end of October.

Action: Chair of Finance committee

Safeguarding Committee

Minutes of the meeting held on 21 June had been circulated. The Chair of the committee provided an overview of the discussion. This included reviewing parts of the safeguarding audit as well as epi-pen usage.

The Keeping Children Safe in Education document had been circulated for Governors to read. Changes to the end of the day timings in the Junior School had been received and implemented well.

It was noted that there were still some issues with adherence to the one-way system and parents parking over drive ways. The School continued to include notes on this in the newsletters as well as constant reminders.

Curriculum Committee

Minutes of the Curriculum committee meeting held on 13 June had been circulated prior to the meeting. The Chair of the committee provided an overview of the discussion. She noted that the focus of the committee needed to move away from just the review of policies and they needed to play a more proactive role. It had therefore been agreed to introduce six Learning Walks per year to enable the committee to really see and analyse what was taking place within the School.

Following a Governor question, it was clarified that all of the Governors would be invited to the Learning Walks once dates were confirmed.

Communications, Community and Engagement Committee

The Chair of the committee provided an update. She noted that a letter had been sent to parents to ask them about the end of the day arrangements for their children, this was now complete for Y4, 5 and 6, with only a few parents left in Y3.

All parents were signed up to Parentmail and were using it well.

It was noted that some Governors still needed to send through their Governor bios.

Action: Governors

Personnel Committee

The Chair of the committee provided an update. The Staff Attendance policy had been reviewed and there was a meeting scheduled the following week with Pauline Broadhurst to finalise it.

Strategy Committee

The Chair noted that the committee had not met since the last meeting.

Premises Committee

A meeting had been held on 23 September, minutes of which had been circulated. The Chair of the committee provided an overview of the meeting.

He noted the works that had been completed over the summer including the toilets and the update of the infant playground. It had been agreed that the practice of the Lock Down Procedure would be limited to staff for the time being and reviewed at the next meeting.

The priority areas for the School had been identified, including the Y2 huts, the ICT Suite, the Butterfly room and the Den. There had been a number of floods in the Infant School which the IHT agreed to obtain photos of for evidence.

Action: IHT

The School had been successful in formulating a Shared User agreement with Barnet for the swimming pool. Governors thanked Tim Jackson for his continued work and perseverance on this.

Claire Rosen left the meeting.

19/67 Wellbeing

The Chair noted that this had been added as a standing item to the agenda as it was a very important part of school life; it was important that both schools encouraged wellbeing. An overview of this had been included in the Headteachers' reports, for example the Educational Support Partnership.

Quell was also an online support forum run through the LA. An Inset on wellbeing was planned for the following week.

19/68 Governor Visits

The Governors Log had been updated.

Some Governors shared their visits.

C Rafferty had visited EYFS in her role as Link Governor. Sapna Shah had undertaken her Geography Link visit in both Y2 and Y4; she noted the pen pals in Slovakia. The School were trying to establish links with other schools.

Laura Pincus had a meeting with Amy Simpson to discuss Pupil Premium. Laura Pincus, Clare Rosen and Lisa Weinbrenn had also been involved in committee chair coaching meetings.

Farnoush Bikdeli had attended French lessons in her role as MFL Link Governor.

19/69 **Chair's Correspondence**

The Chair provided an overview of the correspondence received.

1. A thank you from a parent for Laura Pincus speaking at the new parents evening
2. Emails had been received from B Ingram in regard to the change of school timings at the end of the day; speeding and white lines needing repainting.
3. An email from a parent interested in becoming a Governor. The Chair would meet with them in October to discuss this further.
4. An email from a parent raising concern about the number of cake sales organised. They had been directed to the PTA.
5. An email about the Yoyo sale in the Infant School.
6. Emails regarding the polling days. The Chair noted that she had written a letter that could be sent out to new parents. The Headteachers agreed to circulate it.

Actions: Headteachers

19/70 **Governor Support and Development and report of the Link Governor**

Farnoush Bikdeli had circulated the link for the new training available. She noted that a number of the sessions had been cancelled but asked Governors to inform her once they had completed any training courses.

19/71 **Education and Skills—Director's Report Autumn 2019**

1. Partnerships Federations and Trusts- options for Barnet schools

The partnership between the Barnet family of schools, the council and Barnet with Cambridge Education (the Education and Skills service) is built on a shared commitment to improving achievement, wellbeing and life chances for children and young people, and this moral purpose, accompanied by an outward facing vision, is paramount in overcoming future barriers to success.

The recommendation was that all governing bodies consider, on an annual basis, whether their school would benefit by being part of a strategic partnership, federation or trust. Having considered this, a governing body may decide to take their thinking further by getting advice and support from the Education and Skills service.

Governors noted this information.

2. SEND Update

Since September 2014, all schools, including academies, have been required to publish a Special Educational Needs Information Report on their school website, and ensure that it includes details of, and links to, the area's Local Offer.

As part of the statutory requirement to have an SEN information report, schools are expected to review this at least annually and ensure it is updated.

Best practice would suggest that keeping the SEN information report as a live, up-to-date profile enables schools to celebrate the quality of the school's provision for pupils with SEN and to share details of pupils' achievements with pupils, parents/carers, local authorities, Ofsted and other interested members of the public.

The information required is set out in paragraphs 6.79 – 6.83 of the Code of Practice.

There is a SEND Governor training/discussion forum on Monday 28th October 2019 at Hendon Town Hall. The focus of this training will be on statutory documents and planning your year. It will include examples of working effectively with your SENCO.

Governors noted this information.

3. School Funding Update

The government has made a number of announcements about funding for schools and early years over the last two weeks. These were detailed in the report.

Governors noted this information.

4. Consultation on Sickness Absence and Maternity Leave Pooling Arrangements

The Local Authority (LA) is consulting on the changes to the Sickness Absence and Maternity Leave Pooling Arrangements.

The consultation was now open and the deadline for responses was 30 September 2019. The proposal was to cease these arrangements with effect from 1 April 2020 or fully recover administration costs of £30,000 p.a. where those maintained schools who choose to participate will contribute for at least two years. This is for the LA to employ a resource to provide this service.

Governors noted this information. It would be important to understand what other options would be available.

5. Consultation on Scheme for Financing Schools

The Local Authority is consulting on changes to the Scheme. The amendments are mainly based on Issue 10 of statutory guidance from the Department for Education (DfE) for local authorities on schemes for financing schools, which was published on 5 February 2019. It relates to Section 48 of the School Standards and Framework Act 1998, and Schedule 14 to the Act. These are called directed changes. There is a second set of proposed amendments that will be introduced by the Local Authority.

Local Authorities are required to publish schemes for financing schools setting out the financial relationship between them and the schools (including Nurseries and PRUs) they maintain. The latest published guidance lists the provisions which a local authority's scheme must, should or may include. Schemes need not follow the format used in the guidance. It is proposed that these changes will be implemented from 1 November 2019.

The consultation closes on 30 September 2019.

Governors noted this information.

6. New Ofsted Framework- September 2019

Governors need to be aware that there is a new Ofsted Framework for September 2019 which has significant changes to how schools are inspected.

The new Inspection Handbook offers guidance on inspecting maintained schools and academies in England under the education inspection framework. This can be found at:

<https://www.gov.uk/government/publications/school-inspection-handbook-eif>

Governors noted this information.

7. GAO Support this Term

The next termly GAO briefing is being **rescheduled** from 9 October to Thursday 10 October 2019 at 7-9pm at Hendon Town Hall. The flyer for this will be updated as soon as it has been confirmed and can be found at:

http://cpd10g.cyberdrome.co.uk/pls/cpd1920/gen_cpd_pubview?p_cr_id=192000095&p_style_id=120

Governors noted this information.

8. Governance Self Evaluation Tool

It was noted that a number of Governing Boards in Barnet now conduct an annual self-evaluation of their own effectiveness, which they use to drive improvement in the quality and impact of governance.

Of the Governing Boards that submitted their audit to the local authority in previous years, those that received the most positive feedback were those which used the audit to track improvement and compare judgements year-on-year, and listed clear evidence to support each judgment.

Audits should be undertaken as a collective exercise by the whole Governing Board or a sub-set of Governors appointed to the task, rather than being undertaken solely by the Chair of Governors or Headteacher. They also referred to an Action Plan, either separate from, or as part of, the School Improvement Plan to support improvements in identified areas.

Governing boards of maintained schools are asked to complete and return the audit to george.peradigou@barnet.gov.uk by **Friday 13 December 2019**.

19/72 Any other Business

Uniform

Lisa Weinbrenn noted that she had undertaken a comparison of uniform prices between Braggs and other suppliers; Braggs were at least 50% more expensive than other suppliers.

Lisa Weinbrenn agreed to discuss this further with Tina Lake and Tsveta Dimitrova.

Action: Lisa Weinbrenn

Book donations

Sapna Shah noted that she had received a lot of positive feedback from parents in regard to the Schools suggestion to donate a book instead of sweets at times of celebration.

19/73 Dates of committee meetings

Dates of committee meetings would be confirmed via email.

19/74 **Dates of Governing Body Meetings**

- Tuesday 19th November 2019 6pm (unclerked training and presentations)
- Wednesday 15th January 2020 5pm (preceded by the Curriculum Tea at 3:30)
- Tuesday 24 March 2020 6pm
- Tuesday 19 May 2020 6pm
- Wednesday 1st July 2020 6pm (unclerked training and presentations)

The meeting finished at 8.30pm