

THE GOVERNING BODY FOR BROOKLAND INFANT AND JUNIOR SCHOOLS
MINUTES OF THE MEETING HELD AT THE SCHOOL ON
WEDNESDAY 8 JULY 2015

PART I

MEMBERS

LA GOVERNOR

*Emma Howard

STAFF GOVERNOR

Phil Mulvihill (Infant Support)

PARENT GOVERNORS

*Alexandra Taylor-Yeates (Infant)
Laura Pincus (Infant)
Karen Tickner (Infant)
*Anna Black (Junior)
*Sara Wolfin (Junior)
*Mark Leibling (Junior) (Chair)
*Tim Jackson (Junior)

CO-OPTED GOVERNORS

*Simon Greenhouse (Junior Teacher)
*Emma McCabe (Infant Teacher)
*Katie Attwood (Vice Chair)
*Rachel Beard
*Christine Rafferty
*Rebecca Simon
*Dennis Lam (Junior Support)

HEADTEACHERS

*Brenda McCafferty (Infant Headteacher)
*Jenny Ayles (Junior Headteacher)

*denotes member present

NON-VOTING OBSERVERS

Amy Simpson (Infant DHT)
*Shirley Bates (Junior DHT)

IN ATTENDANCE

Amira Nassr- Clerk

The Governors received a presentation from the Infant and Junior School Councils.

The Chair noted that the School Councils were a credit to the Schools, and on behalf of the Governors, thanked the children as well as Mrs Jones and Miss Davies for all their activity and contribution to the Schools.

15/59 **WELCOME**

The Chair welcomed the Governors to the last Governing Body meeting of the academic year.

15/60 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies were received and accepted on behalf Phil Mulvihill, Laura Pincus, Karen Tickner and Amy Simpson.

15/61 **DECLARATION OF PECUNIARY INTERESTS**

None of the Governors present declared a pecuniary interest in the business to be discussed.

15/62 **PART I MINUTES OF THE MEETING HELD ON 13 MAY 2015**

Part I of the Minutes of the meeting held on 13 May 2015 were **CONFIRMED**, initialed and signed by the Chair as a fair representation of the meeting, subject to the following amendments:

P3 15/46 **Matters Arising**, 15/34 *Any Other Business*: The Chair would update the Four Year Plan, not the SDP.

P4, in the second bullet point, the phrase was changed to '*the welfare team*'.

P7 under Finance, the word was changed from '*sufficient*' to '*accepted*'.

15/63 **MATTERS ARISING**

15/46 **Matters Arising**, 15/25 *Junior School Local Authority (LA) Review Report*: The Headteacher noted that the Review Report was available on the School website and had been included in the Year Three pack.

15/46 **Matters Arising**, 15/32, *Approval of School Trips/Educational Visits*: Risk assessments for the trips had been completed.

15/47 **Headteacher's Report**, *Junior School Headteacher's Report, Attendance*: The Governors were assured that the Schools' attendance was quite good compared to other Schools, although religious observance can account for up to 1.5% absence in a school year. Our Education Welfare Officer commented that our practice in recording and following up attendance issues and promoting good attendance was very good.

The Absence data breakdown would be presented to the Safeguarding committee in the Autumn term.

15/48 **Reports of Committees**, *a. Premises and Health and Safety*: Tim Jackson had contacted the Infant Headteacher regarding a potential alternative contractor for the toilet refurbishment.

b. Communications and Community Engagement: Information about the Walking Bus had been included in the newsletter but there had not been any volunteers. A Governor asked if the Walking Bus had to be limited to a Wednesday and whether it would be advisable to offer parents the option of another day. The Headteachers welcomed this idea.

15/49 **Governor Visit Log**: The Junior Headteacher had informed Governors of the Whole School Meeting which had taken place on Tuesday 7 July 2015 discussing subject focus questions and reviewing the impact of recent school

improvements such as the changing rooms and new playground resources. A number of governors attended the WSM.

15/53 **Any Other Business:** The Chair was still awaiting some Governors to complete and return their Skills Audit.

15/64 **REPORTS OF COMMITTEE**

a. Premises Health and Safety

The committee had had a small meeting, minutes of which would be completed shortly. The group had undertaken a walk of the premises and viewed the ramps, playground equipment, table tennis area, swimming pool changing rooms and goals. This gave Governors the opportunity to see what work had been completed.

The improvements have had a massive impact on playtimes.

It was noted that a shelter was to be installed outside the Nursery. The company who completed the playground work in the Juniors had contacted the Infant Headteacher to write a bid for the School for the Lottery Fund for £10,000. The School would hear if they were successful in 10 weeks.

The building work for the new Inclusion Leader's room would be undertaken in the summer.

Contractors were scheduled to visit the School to view the toilets; the benefits of putting potential works out to tender was noted.

The Chair of the Governing Body also commented on the positives of the Travel Plan document and noted how great it was that the Junior School had achieved Gold again. The importance of having someone on the committee to continue with this Travel Plan was highlighted.

b. Safeguarding

Minutes of the Safeguarding and Personal Development committee held on 19 June 2015 were tabled at the meeting.

The committee had reviewed and **AGREED** the following policies:

Educational Visit Policy

Anti-bullying Policy

Accessibility Policy/Plan

The Transition process for the Junior School had been reviewed. The Brookland Nursery, Infant and Junior School Disability Equality Scheme had been postponed to September and the Special Educational Needs Coordinators (SENCOs) had been invited to the meeting.

The protocol for Doctors on call at School events was discussed at the meeting. It was agreed that they would be presented with an information sheet upon arrival with key information about the School and contact information of relevant personnel.

The protocol of the use of mobile phones around the Schools had been included in both the newsletters.

The Junior Headteacher provided Governors with an outline of the governmental Prevent Duty Advice (regarding Anti-Terrorism). She had circulated a summary document to all staff.

The document focused on extremism and the role of the school in preventing extremism. It included a definition of extremism which was very helpful and detailed the potential signs that a school should be aware of. It also described what schools should be doing in order to understand the risks and ensure that the Prevent Duty Guidance was implemented properly. It also asserted that schools should provide opportunity for pupils to discuss of issues, individually or as classes.

The Junior Headteacher noted that this guidance corresponded well with the Schools' rigorous safeguarding procedures in addition to the Spiritual Moral Social and Cultural (SMSC) ethos of the School and the continued training undertaken by staff.

A Governor enquired into the Schools' knowledge on Female Genital Mutilation (FGM) and Child Marriages (CM). Laura Pincus had attended a course on Level 3 Safeguarding and e-safety and it discussed many safeguarding issues including CM and FGM. She had circulated her notes.

c. Finance

Copies of the minutes of the Finance Committee meeting held on 12 June were tabled at the meeting.

It was noted that the final outturn for 2014/15 showed a surplus of £58,031 for the Infant School. This was anticipated at £134,512 for the Junior School. It was noted however that were several projects that required funds which part of the surplus would support, for example the swimming pool, playground equipment and IT equipment.

d. Curriculum

The committee had met to discuss the role of the Data Advisors and how to utilise the data. The importance of asking focused questions in order to make clear links between data and results was discussed.

A meeting was planned for the autumn term. This would discuss how the Schools were approaching the changes to the curriculum and levels and how they planned to manage that.

The Pupil Premium Link Governor report of 3 July 2015 was tabled at the meeting. The meeting had focused on the identification of relevant children as well as identifying and acting on development needs and allocating expenditure.

Clarification on the last sentence under point 1 was given: “*your child doesn't miss out*”.

e. Communications and Community Engagement

A meeting was scheduled for the following week.

f. Personnel

The Committee had not recently met.

g. Headteacher's Performance Review Committee

The committee was scheduled to meet in the next week.

h. Strategy Committee

This was a new committee comprised of the Chairs of all the other committees. The group had met and focus had been on the School Development Plan (SDP), how it could be formulated and the time scale. The Committee planned to meet three times a year.

Discussion at the meeting had included the importance of the curriculum itself and the necessity of having a good understanding of it.

It was suggested that alongside the Curriculum Committee, each Governor could be allocated one subject, similar to a Link Governor. This would therefore give every Governor the opportunity to come into School and meet with the respective subject leader; Governor visits would have a more definitive purpose. The Chair welcomed Governors views on this.

A Governor enquired about the implications of this for the Curriculum Committee.

It was explained that the committee would be responsible for analysing data in more detail across the whole School in comparison to the individual Governor focus on one subject. This Link Governor could then attend particular Curriculum Committee meetings.

A Governor asked about the responsibility of this new Link Governor and if there would be clear lines of authority.

The Chair noted that they would have a broader role that should also involve Learning Walks, providing Governors with a deeper understanding of subjects and School life, experiencing learning as it happened.

It was clarified that this did not involve Governors holding staff to account or applying any extra pressure on them. It was important that there were clear guidelines on the role and remit of the Governor in this.

Governors agreed to review this further.

15/65 **GOVERNOR VISITS LOG**

The Governor Visits Log was brought to the meeting. Laura Pincus was not at the meeting but she had sent a reminder to Governors to add any visits to the log.

Anna Black noted that she had attended the Whole School meeting on 7 July 2015 which was excellent. The children had expressed their happiness with the new playground equipment and swimming pool improvements.

She had also accompanied the Year 6 children on their School trip of Citizen Awareness at the Mill Hill Depot. She noted that it was a very helpful and informative trip and the children had been very well behaved.

It was noted that only 50% of schools in Barnet were given this opportunity and it was very beneficial.

The Junior School Open Evening had been successful; all the Parent Governors attended.

The Chair had attended the various parents' evenings.

15/66 **CHAIR'S CORRESPONDENCE**

There was none to report.

15/67 **GOVERNOR SUPPORT AND DEVELOPMENT, AND REPORT OF THE LINK GOVERNOR**

The Link Governor enquired about the possibility of using Barnet Services to conduct short training sessions at the School. The Clerk agreed to investigate this further and report back.

Action: Clerk

Tim Jackson informed Governors of the training that he had received and provided a brief overview of it. He noted that the Governing Body was already fulfilling the duties and roles outlined and encouraged through the training.

It was noted that Dennis Lam had not yet attended any formal induction training.

15/68 **ANY OTHER BUSINESS**

a. Delivery Model of Barnet Services

The Chair provided Governors with a brief overview of this, noting that Cambridge Education had become the main bidder.

b. Code of Conduct

The Chair drew Governors' attention to the document on the Governor Code of Conduct, tabled at the meeting.

He noted that he had added the necessary publishing of Governor Interests, as stipulated in the Director's Report of Summer 2015, to the document. He welcomed questions and suggestions from the Governors.

A short discussion ensued in regard to whether some points were duplicated.

The chair agreed to review the document again and perhaps make a link between it and the Staff Code of conduct.

c. Ofsted

For information purposes, the Junior Deputy Headteacher noted that the School had been previously inspected under the old framework and all schools needed to be inspected under the new framework. This was in order to ensure consistency of all judgments across schools.

The chair noted the utility of looking at other schools who had been Ofsted inspected and especially those who had been graded down a level.

d. Summer Fair

The Governors highlighted the success of the Summer Fair and its raising of £6200.

The Parent Association (PA) had sent out a letter to all Infant families to say thank you for all their involvement and contribution.

The Governors formally passed on their gratitude to the PA for their organisation and the heightened community feeling that it had engendered.

e. Catering Contract

The Infant Headteacher informed Governors that the catering contract was due for renewal and that it had been out for tendering. The School had decided to use the company Absolutely Catering from 1 August 2015. The Catering staff had been informed of this and there would be training conducted over the summer.

Katie Attwood was thanked for all her work and involvement in this.

15/69 **DATES OF COMMITTEE MEETINGS**

Curriculum Committee: 23 October 2015
Finance Committee: TBC

15/70 **DATES OF GOVERNING BODY MEETINGS**

Autumn 1: Tuesday 29 September 2015 at 6.30pm
Autumn 2: Thursday 12 November 2015 at 6.30pm