

THE GOVERNING BODY OF BROOKLAND INFANT AND JUNIOR SCHOOLS
MINUTES OF THE MEETING HELD AT THE INFANT SCHOOL
ON WEDNESDAY 10 MAY 2017

LA GOVERNOR

*Sapna Shah

STAFF GOVERNOR

*Jenny Catley

PARENT GOVERNORS

*Laura Pincus (Infant)

*Sara Wolfen (Junior)

CO-OPTED GOVERNORS

*Simon Greenhouse (Junior Teacher)

*Emma McCabe (Infant Teacher)

*Mark Leibling (Chair)

*Rachel Beard

*Christine Rafferty

*Farnoush Bikdeli (Junior Support)

*Tim Jackson

*Anna Black

Katie Fearn

*Harriet Bloom

HEADTEACHERS

*Brenda McCafferty (Infant Headteacher)

*Jenny Ayles (Junior Headteacher)

NON-VOTING OBSERVERS

*Eleanor Furze (Infant DHT)

*Shirley Bates (Junior DHT)

ASSOCIATE MEMBER

*Russell Caller

Katie Attwood

IN ATTENDANCE

Sarah Beaumont (Clerk)

*denotes member present

PART I

17/35 **Welcome**

The Chair welcomed all to the first meeting of the summer term, and extended a warm welcome to Eleanor Furze, who was attending her first meeting as Acting Deputy Headteacher of the Infant School.

Governors were reminded that there would be two clerked meetings this term before the new regime commenced in September.

17/36 **Acceptance/non-acceptance of apologies for absence**

Apologies were submitted and accepted on behalf of Katie Fearn, and Katie Attwood.

17/37 **Declaration of Pecuniary Interests**

There were none.

17/38 **Part I Minutes**

The Part I minutes of the meeting held on 15 March 2017 were CONFIRMED, initialled and signed, subject to amendment.

17/39 **Matters Arising**

17/22 Matters Arising: The Infant and Nursery School Headteacher gave an update on the nursery admissions, reporting that fifteen 30 hour places were offered and eleven morning 15 hour and eleven afternoon 15 hour places had been offered and that the nursery was now full for September 2017. The Headteacher reported that she was in the

process of sending out a letter advising on the use of the portal for the 30 hour nursery places..

16/102 Matters Arising, 16/81 Annual Register of Business Interests: It was reported that Governors had submitted their forms to the school office.

Action: Governors

17/5 Headteachers' Reports: Junior School Report: Action carried forward: that the quote for lighting in the playground to allow for sports activities after school be discussed at the next Finance Committee meeting.

Action: Finance Committee

17/7 Committee Reports: Communications and Community Engagement:

Action carried forward: Agreed that the date be confirmed later in the meeting for Governors to have lunch with the children. See 17/47.

17/25 Committee Reports - Communications and Community Engagement: It was agreed that the timing and frequency of the newsletter would be confirmed later in the meeting (17/42).

17/29 Any Other Business - Parent Questionnaire: Action carried forward: that the Chair would scrutinize the results of the Infant and Nursery School parent questionnaire.

Action: Chair

Meeting at Christ's College: It was reported that the consultation was now live, and that the Junior School Headteacher and Infant School Headteacher would include in the Newsletter details of the meeting arranged to discuss this.

Action: Junior School Headteacher and Infant School Headteacher

17/40 Headteachers' Reports

Junior School Report

The Junior School Headteacher's Report, copies of which had been circulated prior to the meeting, was received and noted. Arising from the report:

Progress towards School Development Plan Priorities (April 2016 - July 2017)

Teaching, Learning and Assessment

A Governor asked for an update on effectiveness of the school having an Acting Wellbeing Lead. The Junior School Headteacher responded that there was a growing number of pupils who required a Common Assessment Framework Form (CAF) and that it was proving very useful to have a Lead in the school dedicated to building up expertise in the area of wellbeing, and incorporating all contributing factors such as housing etc.

Staff and School Development

A Governor asked for information regarding training attended by the English as an Additional Language (EAL) Teaching Assistant (TA). The Junior School Headteacher responded that the TA had been delighted that the recent training that she had attended at Moss Hall Junior School had served to reaffirm the effectiveness of practices in the school.

A Governor asked, at a time when school resources were limited, whether information was shared with the other school when a member of staff attended training, e.g. the SEN

and Inclusion Teacher had attended the two day course on Maximizing the Impact of Teaching Assistants. The Junior School Headteacher confirmed this was the case. The Infant School Headteacher responded that the Infant School SEN Inclusion teacher had already attended such training.

A Governor asked how Barnet Partnership for School Improvement (BPSI) hours were purchased. The Junior School Headteacher responded that each school procured hours depending on pupil numbers and that based on this calculation, the Junior School currently purchased 42 hours.

A Governor asked if BPSI hours were good value for money, and how this was measured. The Junior School Headteacher responded that BPSI hours could be used for either attendance of staff on training courses, or buying in the time of a Consultant to lead in school training. It was reported that feedback was collected from schools and that in the most recent survey, 100% of schools were either satisfied or very satisfied, 98% of schools were satisfied with in-school consultants, with 2% expressing no opinion. 91% of schools stated that BPSI was good value for money.

Pupil Premium

A Governor asked if feedback was gained from parents regarding the success of the impact of interventions. The Junior School Headteacher responded that the school was planning to establish a format for this.

SATs Week

The Junior School Headteacher reported that pupils were in the middle of taking their SATs, and thanked all staff for the enormous work that these incurred. Thanks were extended to Laura Pincus, who had visited the school to lend her support. The Chair echoed thanks to all staff from the Governors.

Leadership and Management

With regard to the budget decisions around the school Library Service and Enabling Enterprise (EE), it was noted that the school had decided not to continue to purchase these and to use available funds to source topic resources and develop its own version of the EE approach.

A Governor asked why the School had made this decision. The Junior School Headteacher responded that this had been discussed in detail by the Middle Leadership Team (MLT) and that it had been decided that the school should make better use of its resources by buying books now, so that when less library resources were available, the school would own the books.

SMSC (Spiritual, Moral, Social and Cultural Development)

A Governor asked for detail on the Parenting Workshops, and whether only families of pupils with a CAF could attend. The Junior School Headteacher responded that, whilst it had been difficult to source parenting programme places, the school had bought into an online Solihul Approach training package produced through the NHS for parents to access at home.

It was reported that a very well attended coffee morning had been held to launch the programme and that Simon Greenhouse was hosting weekly sessions for parents who wanted to work on the modules with other parents in school.

Simon Greenhouse reported that the school had so far issued 76 logins to parents, which meant that the programme provided very good value, equating to providing at £4 per family. He described the programme as being very accessible and using very simple language. He reported that parents were finding the programme very supportive to share in the similar experiences of others. He stated that the most common feedback was that the modules should not all be used in one go.

The Infant School Headteacher asked if the course ran for one year. Simon Greenhouse responded that the course duration would be based on feedback received. It was noted that the feedback should be shared with the Infant School Headteacher.

A Governor asked if logins could be shared with the whole school. Simon Greenhouse responded that theoretically logins could be shared but that it was believed that this should not be forced upon parents, and that such a strong take-up from parents showed their keenness to engage.

Thanks were recorded to Simon Greenhouse for his valued work.

Infant School Report

The Infant School Headteacher's Report, copies of which had been circulated prior to the meeting, was received and noted. Arising from the report:

Special Educational Needs (SEN) May 2017: A Governor asked the type of support offered to pupils who were identified with SEN, including those without a statement. The Infant School Headteacher responded that pupils received a support plan if they were SEN Support and the targets on the support plan would be depending on their need. It was noted that the school set aside a notional budget for support for the number of SEN pupils.

A Governor asked for more detail regarding the number of pupils in Reception who had been identified with SEN. The Infant School Deputy Headteacher responded that one pupil had a statement and funding was received for one-to-one support, whilst another six pupils received support tailored to their needs.

A Governor asked if it was exceptional to have 19 pupils in Reception that had been identified with needs 'of concern'. The Infant School Headteacher responded that this changed year-on-year, and that their needs may vary widely. She stated that the Acting Deputy Headteacher had worked extremely hard to identify needs early, in order for pupils to gain early support, which may prevent needs developing.

Leadership and Management – Staffing News: The Infant Headteacher advised Governors of two members of staff, who had been diagnosed with serious illnesses. The Deputy Headteacher paid tribute to the staff for their strong support for one another.

Unified Pay Reward: It was noted that two appeal meetings had taken place.

Parents' Association (PA): Tribute was made to the work of the PA in raising funds. It was reported that Martyn Gerrard was now an official sponsor of the school, and that a percentage of commission was earned on every purchase or letting made when Brookland School was mentioned.

Infant School Spring Term BSIP report

The Report, copies of which had been circulated prior to the meeting, was received and noted. Arising from the report:

The Chair of Governors observed that the report was very positive. The Infant Headteacher stated that the report reflected what was happening in the school. It was noted that the report would be submitted to the school's Learning Network Inspector (LNI).

A Governor highlighted that the report had suggested that Maths links to literacy in classrooms should be developed.

The Chair thanked the Headteachers for their reports.

17/41 **Staff Governors' Reports**

Infant School

The Infant School Teacher reported on the recent whole-school day on the theme of St George's Day. It was reported that pupils had learnt about St George as part of British values.

Tribute was made to the strength of the staff to pull together and be positive in the face of challenges and change.

Tribute was made to all staff from Reception upwards for their work in preparing pupils for their SATs tests.

Junior School

The Junior School Teacher reported on the value of lesson observations and the high quality discussions that transpired from these. He stated that teachers were proud of their class and the progress achieved by their pupils, and welcomed the opportunity to show this and share so much positivity.

The Junior School Teacher reported on the amount of INSETs arranged and stated that the staff were very lucky to have so much Continuous Professional Development (CPD) and to share so much good practice.

Following on from the discussion related to the coffee mornings on parenting (17/40), it was acknowledged that resources were being cut in Barnet, and therefore the school should be seeking out similar opportunities to that of the Solihul Approach training package.

The Junior School Teacher reported that, whilst EE was being cut, the skill-based learning that took place in the school was developing, and he suggested that it was time that this was 'Brooklandised'.

The Junior School Deputy Headteacher acknowledged the positive feedback received from parents regarding the new proud parents sticker initiative for parent consultations and commented on pupils' enthusiasm for sharing their work with their parents and looking for their parents' stickers in their exercise books.

Rachel Beard joined the meeting at this point.

17/42 **Committee Reports**

Premises and Health and Safety: It was reported that the committee had not yet met this term. It was noted that the Chair of Committee had undertaken a walk

around the school with the School Caretaker, and that certain maintenance issues had been snagged. It was noted that an answer was awaited from Barnet regarding the swimming pool proposed development. It was noted that the school could only borrow money with the permission of the Council.

The Infant School Headteacher reported that planning permission had not yet been granted for the Nursery building.

In response to a Governor's question, the Infant School Headteacher confirmed that the school would need to remove some trees in order to undertake the build.

It was anticipated that the build would take one week to demolish the existing building, and three weeks to construct the prefabricated building.

A Governor asked if there was any health and safety risk posed by the works. The Infant School Headteacher responded that a risk assessment had been undertaken.

A Governor asked if there was a contingency plan in the event that the build was not completed to time. The Infant School Headteacher responded that additional days had been allowed for, and that the school hall could be utilized until completion if necessary.

Safeguarding: It was reported that the committee had met at the end of March 2017. It was reported that the improvement of attendance was evidence that interventions were working.

It was reported that an INSET Day had been arranged on Safeguarding Level 1 for staff in the Junior Schools on 5 June 2017, to which Governors were invited, and an INSET was planned for the Infant School staff in September.

Finance: It was reported that the Committee had not met since the last Governing Body meeting.

Curriculum: It was reported that the committee would be meeting on the following Tuesday, and that the homework plan and support for Gifted and Talented pupils would be included on the agenda.

A Governor asked if the committee had reviewed all subject policies, and whether a review cycle had been set out so that not all policies were reviewed at the same time. The Chair of the Committee responded that the committee was in the process of reviewing subject policies. It was suggested that the subject Link Governor could be involved in the review of the relevant subject policy.

It was suggested that the two schools could split the times that subject policies were reviewed, e.g. Infant School subject policies in January, and Junior School subject policies in June.

Communications and Community Engagement: The minutes of the meeting held on 20 March 2017, copies of which had been circulated prior to the meeting, were received and noted.

Governors noted that there would be a test day on 17 May 2017 for the Walking Bus, and that pupils were being offered incentives to participate.

The Chair asked Governors to consider the preferred format of the school Newsletter going forward.

Following detailed discussion, it was agreed by consensus that Governors preferred the Newsletter to be friendly and engaging in tone, and that if the Newsletter appealed to pupils, it would be more likely that they would promote it to parents.

It was agreed that the Newsletter be produced once per year in June or July, to provide a retrospective report of what had been achieved.

Action: Laura Pincus

Personnel: The minutes of the meeting held on 2 May 2017, copies of which had been circulated prior to the meeting, were received and noted.

It was reported that the Pay and Appraisal policy had been discussed and agreed. The Junior School Headteacher stated that staff had gained confidence to know that the right spirit was behind this policy.

Strategy: It was reported that the committee had not yet met, but would be considering the School Development Plan.

17/43 **Governor Visits Log**

It was reported that Laura Pincus would circulate the reports of visit by email.

Action: Laura Pincus

The Chair reminded all Governors that their visits to the school were not observations. Governors were urged to make contact with their subject co-ordinator, if they had not already done so.

Laura Pincus, Harriet Bloom, Christine Rafferty, and Farmoush Bikdeli gave verbal reports of their visits.

It was noted that the Infant School Headteacher would circulate information on the meeting date for the Child's Voice.

Action: Infant School Headteacher

17/44 **Chair's Correspondence**

The Chair reported that he had received correspondence from a parent, who had requested that the Chair lobby not to use the school as a polling station in the forthcoming General Election. It was reported that the Infant School Headteacher had forwarded this enquiry, but that both schools would be closed on 8 June 2017. It was noted that there were strict rules for sites being used as polling stations, and that access to the site by the general public could pose a risk to the safeguarding of the pupils, which was the schools' number one concern.

It was agreed that the Strategy Committee would discuss more generally the school's use as a polling station.

Action: Strategy Committee

17/45 **Report of the Director of Education and Skills**

Summer Term

Proposed Term Dates: 2018 to 2021: This was noted.

Competency Framework for Governance: This was noted.

Governance Handbook: This was noted.

The Apprenticeship Levy: This was noted.

Local Area Special Educational Needs and Disability Review: This was noted.

Supreme Court Ruling: Regular Attendance and Term-time Holidays: This was noted.

Annual Conference for Governors and Headteachers: This was noted. It was reported that three delegates would attend on 18 May 2017.

Governor Skills Audit: This was noted.

17/46 **Governor Support and Development, and Report of the Link Governor**

The Link Governor commended the Barnet Governor Support and Development programme, accessible at: <https://www.barnet.gov.uk/www-home/information-for-schools/school-governors/governor-development-programme.html>

Laura Pincus reported that she would attend the course on the OfSTED framework, and on school website compliance. Noted that three delegates would attend the Governors' and Headteachers' Conference.

17/47 **Any Other Business**

Pupil Lunch: It was confirmed that Governors would attend the Infant School on Friday 12 May 2017 to have lunch with pupils (lunch with Reception pupils at 11.45am, lunch with Y1 and Y2 at 12.15 – 12.45pm)

It was confirmed that Governors would attend the Junior School on Friday 26 May to have lunch with pupils at 12.15 – 1.15pm.

17/48 **Dates of Committee Meetings**

To be confirmed.

17/49 **Date of Governing Body meeting**

The date of the second summer term meeting was changed to Tuesday 11 July 2017.

It was noted that from September 2017, the Governing Body would have two meetings per term; one clerked and one arranged as a training session.

It was agreed that the Chair would set the dates, to align with budgets, SATs, etc., and circulate them to governors via email.

Action: Chair

Governors were invited to attend the Infant School INSET day on Tuesday 5 September 2017.

It was agreed that the date of the first Governing Body meeting of the autumn term would be on Tuesday 19 September 2017, which would be a training session on safeguarding. The Infant School Headteacher agreed to contact Jane Morris to invite her to attend.

Action: Infant School Headteacher