

**THE GOVERNING BODY OF BROOKLAND INFANT AND JUNIOR SCHOOLS**  
**MINUTES OF THE MEETING HELD VIA TEAMS**  
**ON TUESDAY 23 MARCH 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**

21/20 **Welcome**

All Governors were welcomed to the meeting. Bryony Davis was welcomed to the meeting, attending as part of the NPQSL rotation.

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

Apologies were received and accepted on behalf of Carol Frankl, Harriet Bloom, Joshua Hamerton, Tony Brand and James Clare. Tim Jackson had informed the Chair that he would be slightly delayed.

21/22 **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 Minni Minors.

21/23 **Part I minutes of the meetings held on 13 January 2021**

The Part I minutes of the meeting held on 13 January 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.

## 21/24 Matters arising from the minutes

Actions were covered via email; no further actions listed.

## 21/25 Staff Governor Election

It was noted that a Staff Governor election had been held. Jenny Catley had been appointed as Staff Governor for another four year term, ending on 22 March 2025. She was thanked for her continued contributions.

## 21/26 Headteachers' reports/updates

### **Infant Headteacher**

The IHT provided a verbal update noting that the majority of the children had returned to School, except for four who were still abroad. Following a Governor question, the IHT explained that if families chose to go abroad now to visit sick relatives for example, the work completed on google classroom was reviewed. If it had not been completed, they were signposted to it and also to the book club through the Oak Academy. The Policy on Blended Learning was very clear on this and the expectations for those travelling abroad.

The IHT added that the children had settled in well and were happy to be back. There had been a slight increase in behavioural issues but nothing of significance. She added that focus was on completing the SDP with school priorities; this would be circulated to Governors once complete.

### ***Action: IHT***

It was noted that a new PSHE scheme had been introduced focused on wellbeing which all staff had had training on. This programme complemented the zones of regulation.

Governors were also reminded that whilst a member of staff was a qualified counsellor she, unable to counsel others, held two surgeries where staff could talk through issues. This had been very well received. The Employee Assistance programme was also still available and continued to be well used. A wellbeing tree was also used in the staffroom.

Following a Governor question, the IHT confirmed that the qualified counsellor also had her own supervision and support available.

It was noted that with work being undertaken on the Y2 building, 90 children had had to be moved to different areas of the School, with a large container set to arrive the following day. The Junior School was thanked for being so generous in accommodating them with two classrooms.

*The IHT was thanked for her update.*

### **Junior Headteacher**

The JHT noted that the children had returned positively. All normal support and structures had been put in place with a focus on wellbeing. There had been a few children with anxiety about the return with an increase in MASH referrals also. Wellbeing support, both internal and external, had increased with the School working through each scenario individually. Staff remained mindful and vigilant of the potential safeguarding signs that would now be more visual.

It was noted that Subject Leaders were working hard in terms of skills progression and had adjusted long and short term planning to reflect this.

In terms of staffing, Ms Michaels had been welcomed to Y6 as maternity cover whilst those pregnant members of staff worked remotely running catch up groups and lessons for any students who were having to isolate.

Following a Governor question, the JHT noted that there was one child who was formally isolating with a number (6) still oversees. These families were being supported with learning as far as possible but it was made clear that they should be back to school.

A short video demonstrating the different types of remote learning available and accessed by the children was shared with Governors. This had been presented to the LNI as part of the normal spring visit. As part of the visit, the LNI also interviewed the Maths subject leader and a group of children, trying to replicate a physical visit as much as possible.

A Governor questioned what had been learned along the process and what had needed to be adapted. It was noted that some subjects were more easily delivered online than others. Bryony Davis explained that they followed the curriculum as much as possible, particularly with Maths and English. Attempting to teach translation and coordinates was more challenging online, with children not having squared paper for example. Such topic areas were therefore being incorporated into the school day, with the first five minutes of each lesson allowing for an opportunity to revisit some of the objectives covered in remote learning.

A Governor noted the potential for a third wave in September and questioned how the School could do better and feel more confident in its approach to remote learning. Bryony Davis noted that the staff had learnt a lot with many of them much more confident this time round. She noted the benefits of the smaller grouped exercises as this allowed for more focused Teacher time.

Following a Governor question, Bryony Davis explained that English was taught as a whole class with adaptations and differentiation built into the lesson. Support was offered with more open ended tasks where needed. Interventions were also undertaken.

Following a Governor question, the IHT confirmed that the Infant School also had sufficient evidence to present if necessary for its remote learning offer.

Following a Governor question, the JHT confirmed that loaned devices had been returned to the School. She confirmed that the deployment had been very smooth and efficient with parents collecting them on the same day and the offer of troubleshooting made available.

The JHT added that the Blended Learning Conference for Barnet schools was scheduled for the following day. This would be a good opportunity to discuss and review next steps, noting the opportunity of virtual trips for example.

A Governor questioned whether any staff members had struggled with confidence in using online learning. The JHT explained that it was an iterative process with lots of support and training in place. The IHT added that there had also been numerous Inset days in preparation for the remote learning with more planned to ensure that these new gained skills were not lost or underutilised.

She added that the Schools also now had a list of families who required additional support in terms of devices etc. which would make the process quicker in future. New children joining the School would also be asked the same question to ensure the database was maintained.

A Governor noted the greater reliance on IT and equipment and questioned whether there was a plan in place to ensure that this was maintained moving forward. The IHT explained that they had just completed an audit on all of the IT equipment and a meeting was planned with the IT supplier just after half term. She added that capital funds had been signposted for this.

*The JHT was thanked for her update.*

#### 21/27 **Budget Discussion**

It was noted that budget ratification had been extended to the end of May. This was being worked on at present.

The IHT provided a summary of the position, noting that three scenarios were being worked on at present, two of which had a deficit. It was noted that all three scenarios included the Inclusion Leader in class one day a week, with the Deputy Headteacher covering PPA one day a week and the IHT covering half a day in class PPA cover.

She explained that if these changes were not made, the budget would go into deficit with a recovery plan in place that might have to look at staffing restructure. She explained that there had been no income from lettings as well as the 15 paying Nursery children who hadn't attended during Covid.

The JHT noted that the School had for many years been able to carry forward a contingency. This was unfortunately not the case this year particularly with the staff covid cover (100 days of absence) and loss of income. In addition to this, the number of children with an Educational Health Care Plan (EHCP) was double the number of the expected national average. This cost was £12,000 per child and whilst some money was received from the government, this was not sufficient.

#### 21/28 **Staff governors' reports**

The Infant staff Governors' report had been circulated with the agenda. Jenny Catley added how positively the children had returned. Farnoush Bikdeli reiterated this for the Junior School.

#### 21/29 **Committee reports**

##### **Premises Committee**

In the absence of the committee chair, the Chair provided an overview. She noted that they were in the process of rebuilding the Y2 block. The pool demolition was also underway although there was a current pause awaiting the setting of the concrete. The target date for completion was still set as the start of June.

##### **Finance Committee**

The Chair of the committee provided an overview of the meeting held earlier in the month. She noted that they had discussed the SFVS as well as the staff structures. Covid risks were also discussed, noting the loss of lettings and the effect of this on the outturn this year and contingency moving forward.

It was hoped that rent from the new pool would bring revenue up. The committee also discussed the setting up of a committee with Tim Jackson and another Finance committee member to sit alongside the Headteachers with the purpose of formulating a business plan for the use of the pool and how it would be structured.

##### **Safeguarding Committee**

The Chair of the committee provided an update noting the meeting held at the start of March. Discussion had focused on the return to School and arrangements for visitors and parents. Most teachers were testing twice a week with kitchen staff also undertaking LFTs. The committee had

also reviewed the Online Safety Policy, the Home School Access Use Policy and Google Meet Policy as well others that had been updated. They had also noted the change and updates to the KCSIE document. Risk assessments had been updated with updates on mental health included.

It was noted that the School had reached its numbers for the Safeguarding training from the National College. Invitations to register for the Governor Hub had been sent out to Governors with a tab to add any training completed.

The Chair agreed to circulate the link for Prevent learning.

#### ***Action: Chair***

The Chair had also completed the SCR checks for both schools and confirmed that all necessary processes and documents were in place. She added that Jane Morris from the LA had responded to some of the questions that the School had asked. Further discussions were necessary regarding recruiting from overseas as this changed as a result of Covid.

The Chair confirmed that she had completed a virtual safeguarding link visit with the JHT and was scheduling one with the IHT.

*Tim Jackson joined the meeting at 7.15pm*

#### **Curriculum Committee**

It was noted that the committee had not met since the last meeting.

#### **Communication and Community Engagement Committee**

The Chair of the committee provided an overview of the discussion noting that a number of policies had been reviewed. Modes of communication had also been explored noting the benefits and utility of Dojo.

#### **Personnel Committee**

The Chair of the committee agreed to schedule a meeting.

#### **Strategy Committee**

The Chair noted that a meeting had been held on 18 March. Discussion focused on a number of topics including, extra expenses for EHCPs and the Fair Share committee that the IHT had been part of; Governor Hub and polling day.

The Chair reminded Governors of the importance of the skills audit and being able to identify where there were any gaps to recruit to.

#### **21/30 Wellbeing**

The JHT noted that Simon Greenhouse was currently working through training staff with supporting children with mental health issues. This was part of a national programme rolled out with Barnet.

A survey had also been conducted with staff focused on their wellbeing, responses which would be collated shortly.

In terms of appraisals, the JHT explained that there was more choice for the appraiser with a coaching conversation between both parties. It was felt that these were more appropriate than lesson observations at present.

The IHT added that they had also chosen not to undertake lesson observations at present. She added that SLT continually checked in with staff to see how they were. She noted that the zones of regulation were being adopted positively.

### 21/31 **Policies**

The Chair noted that she was collating the policy schedule using the tracker available via the School Bus.

### 21/32 **Governor visits**

Lisa Weinbrenn noted that she had completed a visit with Bryony Davies and with Emma McCabe recently; this had involved some pupil work to review as evidence.

Nick Astaire had had discussions with both the Headteachers as part of his induction.

Michael Farhi noted that he had met with Riaz Khan to discuss blended learning and the relevant policies which had been very informative.

Katie Attwood noted that she had met with the Maths leads from both schools and congratulated them on the amazing job they were doing in managing the different demands.

Laura Pincus noted that she was meeting with H McDermott on 25 March to discuss EYFS.

Amy Simpson noted that she and Christie had met with Sapna Shah to discuss Pupil Premium at the beginning of February.

### 21/33 **Chair's correspondence**

The Chair had received the following correspondence:

- An email from a neighbour regarding parking
- A comment from a resident about the slow sign that was painted on the corner of the bend near the School: this had been rectified following Harriet Bloom's contacting of Cllr Marshall

### 21/34 **Governor support and development, and report of the link governor**

Governors were reminded of the development package purchased by the School, Educare. It was noted that there were a number of courses available.

Clare Rosen noted the course entitled on 'How governors can embed pupil wellbeing' was scheduled for 25 March. She had also completed a course on Mental Health external of the school setting.

New course schedules from Barnet would be circulated once received.

21/35 **Report of the Director of Education and Skills:** <https://www.barnet.gov.uk/www-home/information-for-schools/school-governors/meetings-and-reports.html>

Governors noted the report and its contents.

21/36 **Dates of committee meetings**

The dates of future committee meetings needed to be confirmed:

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

21/37 **Dates of governing body meetings**

The dates of future Governing Body meetings were noted as:

- Tues 18th May 2021 6pm
- Wed 30 June 2021 6pm - unclerked

21/23 **Any Other Business**

There was no further business to be discussed.

*The meeting ended at 7.40pm*