

THE GOVERNING BODY OF BROOKLAND INFANT AND JUNIOR SCHOOLS
MINUTES OF THE MEETING HELD IN THE JUNIOR SCHOOL
ON TUESDAY 21 MARCH 2023

LA GOVERNOR

*Sapna Shah (Vice Chair)

PARENT GOVERNORS

*Nick Astaire (Infant)

*Kate Blumhof (Junior)

HEADTEACHERS

*Brenda McCafferty (Infant Headteacher)

*Jenny Aylen (Junior Headteacher)

NON-VOTING OBSERVERS

*Amy Simpson (Infant DHT)

*Cara Christie (Junior DHT)

STAFF GOVERNOR

*Jenny Catley

CO-OPTED GOVERNORS (12)

Marcelle Jennings (Junior Teacher)-
maternity leave

*Aimee Epstein (Infant Teacher)

Farnoush Bikdeli (Junior Support)

Michael Farhi

*James Clare

*Lisa Weinbrenn

Tony Brand

*Laura Pincus (Chair)

Joshua Hamerton

Katie Attwood

Claire Rosen

Vacancy

ASSOCIATE MEMBER

*Carol Frankl

*Daniella Jackson

*denotes member present

23/16 **Welcome**

All Governors were welcomed to the meeting.

23/17 **Acceptance/ non-acceptance of apologies for absence**

Apologies were received and accepted on behalf of Josh Hamerton, Katie Attwood, Clare Rosen, Tony Brand, Michael Farhi and Farnoush Bikdeli.

23/18 **Declaration of pecuniary interests**

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

23/19 **Part I minutes of the meetings held on 25 January 2023**

The Part I minutes of the meeting held on 25 January 2023, copies of which had been circulated prior to the meeting, were **CONFIRMED** and signed by the Chair, as a fair representation of the meeting.

23/20 **Matters Arising**

Governors were reminded of the conversation at the last FGB meeting regarding the disproportionate number of children with EHCPs at the School and the impact this was having on resources and funding. The JHT agreed to follow this up again with the suggestion of also inviting the new Head of SEN services at Barnet to visit the School.

It was noted that Farnoush Bikdeli was still working on the relevant GDPR policies.

It was noted that Nick Astaire's term of office as Parent Governor was nearing its end. Following a show of hands, Governors voted to **APPOINT** him to the position of Co Opted Governor for a four year period ending on 20 March 2027.

This triggered the need for an infant Parent Governor election.

It was noted that Clare Rosen's term of office was nearing its end. Following a show of hands, Governors voted to **APPOINT** her to the position of Associate Governor for wellbeing. Aimee Epstein would take on the role of Curriculum committee chair.

It was noted that Katie Atwood was moving back to Switzerland in July and so would no longer be part of the FGB.

The committee structure had been reviewed. The decision had been made to merge the CCE committee with the Premises committee. This would be newly titled Premises and Health & Safety committee. A new TOR document would be drawn up accordingly.

Action: Chair

23/21 Headteachers' updates

Infant Headteacher

The IHT provided a verbal update. She noted that it had been a very busy term with a number of activities undertaken. The School celebrated Young Carers day the previous week with assemblies etc. Governors were reminded of the young carers club run by Jenny Catley where there were a number of children in attendance including those with parents or siblings with a disability of EHCP for example.

Jenny Catley highlighted the benefits of the club with evident changes in the children being seen. The club was a once a week lunchtime drop-in session. It provided children with the opportunity to interact with one another and understand and relate to each others stories. There were 12 children at the moment although they did not attend at the same time. The group also went on a trip once a year, that was decided and planned by the children.

The IHT added that the School also celebrated Inclusion day last week which had been very positive. The focus had been on a book and would be followed up on with a related book the following term.

The School had also had a number of amazing school visits enhancing the cultural capital offered to the children. Last week for example, the School had been visited by a dinosaur exhibition with the children then being able to explore the stories etc. Y2 had visited the Tower of London and a dance festival had been arranged in the School.

The IHT noted that they had also had the child voice meeting this half term which had focused on Phonics and reading and what the children liked about it and their view on the books. Feedback from these sessions had been very positive with the impact on transferrable skills being evidenced.

Amy Simpson provided Governors with an overview of the new Pupil Premium club initiative. This was available to ten Pupil Premium children in Y1 and provided funding for them to attend extra curricular clubs. Nine of the ten children had accepted the offer and were now attending clubs at the School. An analysis of clubs had been undertaken and it was identified that there

were not many Pupil Premium children attending and so the School were making this one of their priorities.

The IHT noted that the School continued to work through the SDP with curriculum as a significant focus of this. Amy Simpson had met with all subject leaders so that everyone was clear on the curriculum offer for each subject. This approach would also be extended to non foundation subjects.

The School had also had a deep dive with their Learning Network Inspector, focused on Reading. The feedback had been positive with only a few areas recommended for improvement.

It was noted that the School were awaiting an Ofsted inspection.

There were two staff members who were pregnant and so their maternity leave would be starting soon. There were plans in place to cover these roles.

Junior Headteacher

The JHT provided a verbal update. She explained that she had been updating the SDP with the mid year review which highlighted where the School was up to in terms of actions. She noted that some of the actions would roll on for three years.

She noted that the SEN focus week had been a big success, with SEN as a significant part of the SDP. The children had been very responsive to the learnings and there had been some helpful conversations with parents too. The activities helped the School as a whole to understand neurodiversity better.

Danielle and Marcelle were thanked for all their work on this with Marcelle's role as Autism champion for example and her coaching and training with the TAs.

It was noted that the staff governor vacancy would be discussed at the next staff meeting.

Action: JHT

The JHT highlighted the wellbeing thread of the SDP and the parent hub initiative that was taking shape.

The introduction of the pods had also had a significant impact. These had been part of the wellbeing action plan and provided the space for children to be able to have more open and honest conversations with counsellors for example.

A whole School meeting had been had this afternoon focused on the thread of diversity within the SDP. The children had already made some suggestions on this that had been actioned, including visits and focus days. Children had also asked for more books with different characters, cultures and backgrounds. Music was also being utilised to celebrate diversity more with a music day scheduled for next term.

Subject leaders were working through a programme focusing on their development threads and next steps. There was also a focus on supporting the lowest 20% of the cohort.

A new middle leader was starting their NVPQ studies which was funded for this year and the next.

There continued to be a number and variation of clubs offered at the School with the children being successful in various competitions. The School had very good quality PE and thanks were extended to the staff and coaches who gave up their time to run the extra lessons and clubs.

Governors suggested that these good news stories be added to the School website.

23/22 Budget Discussion 2022/23

It was noted that submission dates for the budget had changed to 31 May. A discussion would be had and the budget proposed to the FGB for ratification at the next meeting. An extraordinary meeting would be held if necessary.

23/23 Governor Traded Services

Governors were asked whether they still thought it was worthwhile to buy into the training. The Junior School bought into the School Bus and there was the NGA too. There were also resources available via Governor Hub.

23/24 Staff Governor Reports

It was noted that Breakfast Club in the Infants was now in its sixth week and going well. Positive feedback had been received from both parents and staff. There were 30 children attending per week so far.

It was confirmed that this was being subsidised for Pupil Premium children.

Phonics interventions for Y2 had also been introduced this term and a new scheme was being trialled using spelling shed. The School had also introduced new group reading books for Y2 to ensure that everything was aligned succinctly with the new Phonics scheme.

23/25 Committee reports

Finance committee

It was noted that the minutes from the meetings held in January and February were available on Governor Hub. The committee were focused on the budget and Three Year plan as well as updating the Financial Management Policy.

Both Schools were expecting an audit.

Progress had been made on the catering tender with a supplier now selected.

There was still a lot of uncertainty around staff pay awards and future strike days.

Safeguarding committee

The Chair of the committee provided an overview of the last meeting. Discussion had focused on Prevent etc.

Curriculum committee

It was noted that the SEN learning walk needed to be finalized.

It was suggested that future dates for learning walks and presentations be added to the Governor Hub calendar so that Governors were aware of these.

CCE committee

There were no further updates.

Premises committee

The School had advertised for an Assistant caretaker and had recruited someone who would start on 1 June. There was also a back up plan if needed. Saturday cover was still proving a challenge.

Personnel Committee

A meeting was scheduled for 28 March at 12.30pm.

Strategy Committee

The Committee had reviewed the committee structure and suggested the changes as discussed earlier in the meeting.

23/26 Governor survey for governors

The Chair noted that she had circulated a survey on Governor Hub for Governors to complete and send back to her.

Action: All Governors

She added that she had received interest from an individual in regards to coming a Governor.

23/27 Wellbeing

It was noted that Ofsted recovery was still a factor but staff had been very mindful of this and continued to support one another. The School had also received support from the LA.

There had been challenges with staff illness although there was more consistency now. The strikes were an additional layer of uncertainty but the team had been very good at collaborating and sharing understanding.

In regards to the strikes, the PA had asked what actions they could take to support the School. it was suggested that letters be sent to the local MPs.

There had also been an enquiry from a parent about how the other schools had managed to open classes and Brookland had not. the IHT explained that a through risk assessment had been completed and concluded that it was not safe to open up.

23/28 Governor visits

There were no visits to share.

23/29 Chair's correspondence

The Chair noted that she had received some emails from parents regarding some challenging situations. These had been resolved.

There had been an occurrence with a family who requested leave for holiday for a specific religious holiday. The School had sought advice from the EWO.

23/30 Governor support and development, and report of the link governor

The Chair noted that there were courses available online with one on Ofsted preparation for example.

Carol Frankl noted that she had attended a course on SEN and had posted her notes on Governor Hub.

23/31 **Any Other Business**

Grade descriptors of quality of education

The importance of Governors having a clear understanding of the grade descriptors was highlighted. Governors were also encouraged to ask more challenging questions of the School, with a clear basis in SDP threads.

It was also useful to structure Governor learning walks around particular areas.

23/32 **Dates of committee meetings**

- Finance: 12 May at 12pm
- Safeguarding: TBC
- Curriculum: TBC
- CCE: TBC
- Personnel: TBC
- Strategy: TBC
- Premises: TBC

23/33 **Dates of governing body meetings**

- Tue 16 May 2023 6pm
- Wed 5 July 2023 6pm unclerked

The meeting ended at 7.55pm