

THE GOVERNING BODY FOR BROOKLAND INFANT AND JUNIOR SCHOOLS
MINUTES OF THE MEETING HELD AT THE SCHOOL ON WEDNESDAY 20
JANUARY 2016

MEMBERS

LA GOVERNOR

Vacancy

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

*Dennis Lam (Junior Support)

*Sheryl Bekhor

HEADTEACHERS

*Brenda McCafferty (Infant Headteacher)

*Jenny Aylen (Junior Headteacher)

NON-VOTING OBSERVERS

*Amy Simpson (Infant DHT)

*Shirley Bates (Junior DHT)

*denotes member present

In Attendance
Amira Nassr-Clerk

PART I

16/1 **WELCOME**

Governors were welcomed to the meeting. All were thanked for their attendance at the Curriculum Tea and joined the Chair in highlighting the success of the afternoon.

The Chair introduced Sheryl Bekhor to the Governors.

Following a show of hands, Governors unanimously **AGREED** to appoint Sheryl Bekhor as a Co-opted Governor for a four year term, ending on 19 January 2020. The Clerk agreed to send the relevant documents.

Action: Clerk

The Clerk provided Governors with an update on the Local Authority (LA) vacancy. The General Functions Committee (GFC) had deferred

appointments to the position. The Clerk agreed to follow this up further with Democratic Services.

Action: Clerk

16/2 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies were received and accepted on behalf of Rachel Beard and Karen Tickner.

The Chair also reminded Governors of the three Infant Parent Governorships that terminated on 31 March 2016 and therefore the School would need to hold an election. The election would provisionally run from 14 March to 28 March. The Clerk agreed to send the Chair and Infant Headteacher the relevant paperwork.

Action: Clerk

16/3 **DECLARATION OF PECUNIARY INTERESTS**

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

16/4 **PART I MINUTES OF THE MEETING HELD ON 12 NOVEMBER 2015**

The Part I minutes of the meeting held on 12 November 2015, copies of which had been circulated prior to the meeting, were **CONFIRMED**, initialed and signed by the Chair, subject to the following amendments:

P8 15/107 **Reports of Committees** (e) *Communication and Community Engagement*: Laura Pincus had attended a NGA Regional Conference.

P8 15/109 **Chair's Correspondence**: Gary Shaw was the Chair of the Roads and Traffic committee of the Residents' Association.

16/5 **MATTERS ARISING**

15/103 **Part I Minutes of the meeting held on 29 September 2015**: The Chair agreed to circulate the updated grid Appendix of Committee Structure.

15/104 **Matters Arising**, 15/86 *Annual Review of Register of Business Interests*: All forms had been received from Governors. The Junior Headteacher agreed to ask Maria to collate the information for both Schools to add to the website.

15/104 **Matters Arising**, 15/89 *Reports of Committees, (e) Communications and Community Engagement*: A date for Mark Leibling to present in assembly in the Infant School would be arranged when time permitted.

15/104 **Matters Arising**, 15/95 *Any Other Business, Admissions Policy*: The Infant Headteacher provided an overview of this, noting that the consultation

was in the process and had been extended. It had been included in the School newsletter.

A Governor noted that the link in the newsletter still could not be accessed. A reminder of the end of the consultation period would need to be sent out to parents.

Action: Infant Headteacher

15/106 Junior School Target setting and SDP Mid-Year Review: The Infant Headteacher had circulated the Infant School's Attainment Review. A Governor had sent questions regarding this to be answered under the Headteacher's Report.

15/112 Any Other Business, 1. Governance Audit: The Governance Audit had been submitted and the School was expecting feedback by the end of January.

The Headteachers thanked all those who had been involved in organising and completing the Audit.

Governors' terms of office had also been updated on the School websites.

15/112 Any Other Business, 3. Chandos Tennis Club: The Infant Headteacher had contacted Chandos Tennis Club regarding the proposal and the club had agreed to extra features and availability for the School. A meeting was to be scheduled to discuss the details of this.

16/6 HEADTEACHERS' REPORTS

Junior Headteacher's Report

The Junior Headteacher's Report, circulated prior to the meeting, was received and noted by the Governors.

Questions and comments were welcomed.

Following a Governor question, the acronym SPTO was defined as the School Pupil Tracker Online. This was a new assessment data package. The system was flexible allowing the School to utilise it in a variety of ways including administrative tasks. Training on the package was ongoing with it acting to support the School in moving to assessments without levels.

A Governor noted the importance of the Prevent Duty and the Headteacher emphasised the significance of this for all staff. A shared INSET was planned in February with a focus on safeguarding issues such as Prevent and Female Genital Mutilation (FGM). Both Headteachers had also attended Safeguarding Prevent training which had been very useful.

The Junior Headteacher further explained how the Prevent duty linked closely with the overall Safeguarding process in the School. The School used the

ethos and the promotion of School and British values to engender a strong message in line with the overall safeguarding outlook.

The Safeguarding Committee was also closely involved in monitoring this, discussing the Prevent duty regularly in meetings. It was confirmed that a report was always followed up and documented, with tight procedures in place.

The importance of online safety was also highlighted, with the School promoting the children's critical use of the internet. E-Safety meetings with parents were noted. The information presented in previous E-safety meetings had been uploaded onto the School website and relevant links attached. E-Safety week was also scheduled for February where these issues would be revisited.

It was suggested that a reminder on E-Safety be noted in the newsletter.

Action: Laura Pincus.

Attendance: The Headteachers had attended a conference in Barnet. Comparison of the School's absence with other Barnet schools and national figures showed that the attendance was in line with other schools in all areas except religious observance where Brookland had a significantly higher absence.

The School was aware of this and the skewing effect it had on data. The School ensured that there were two sets of data available to clarify this attendance difference whilst ensuring that they remained tight on absences following guidance from the Educational Welfare Officer (EWO).

The Infant Headteacher also noted the difficulty with appointments when the child was off from School for the whole day.

The Junior Headteacher circulated copies of the Safeguarding Review. External advisors had reviewed the website and relevant policies. All was sufficient.

Governors were thanked for their role in this.

The Target Setting November 2015 and the Attainment/Achievement Review and Target Setting Report 2015, circulated prior to the meeting, were received and noted by the Governors.

The Junior Headteacher was thanked for her informative report.

Infant Headteacher's Report

The Infant Headteacher's report, circulated prior to the meeting, was received and noted by the Governors.

Questions and comments from Governors were welcomed.

A Governor asked about the utility of the service bought into from Barnet regarding the identification of families eligible for Pupil premium funding.

The Infant Headteacher explained that the Barnet Pupil Premium Identification Tracker was a worthwhile service that had identified a number of new children who were eligible for the funding.

It was also noted that at a previous National Association for Headteachers (NAHT) meeting, there were concerns raised following a school informing parents of eligibility that had then been incorrect. The NAHT has raised this concern with Ian Harrison to ask for clarity and insurance about the service.

Following a Governor question, the Headteacher explained that the tracker was based on the October census with parents being issued letters giving them the opportunity to opt out.

The Junior Headteacher added that some of the children entitled to Pupil Premium funding may not appear on Barnet's list as they did not live in the borough. Therefore the School expected some difference in numbers.

Special Educational Needs (SEN): The Infant Headteacher explained that the system for writing Individual Education Health Care Plans (EHCPs) had been amended and was ongoing.

Interventions: The Infant Headteacher explained that the number of children with SEN needs within the School had increased. A table indicating this according to year group was included in the report.

Managing this increased need was challenging, adding pressure on staff, resources and finance. This was especially true for staff in Reception as all the necessary ECHPs had not been completed/approved. One of these children had 1:1 support to ensure access to the curriculum. It was also noted that the children within those classes were adapting well.

The various interventions in place in the School were outlined and explained. These included a Proprioception Group which focused on body awareness with some gross motor skills; a Fine Motor Skills Group which was a continuation of increasing communication skills; a Better Reading Support Group, which was a 1:1 programme with a Teaching Assistant (TA) over a 6-10 week period with a clear assessment at the beginning and end to demonstrate clear progress; Write Away Together, a programme to improve writing, 1:1 three times a week which enabled the child to develop their own writing; Early Talk Boost and Talk Boost, which linked in with EAL support in the School, a measurable intervention with a high number of accessible activities and resources; Friendship group; Lego Group which was a lunch time group to encourage conversations; See and Learn, a specific programme which was transferable to children on the autistic spectrum, run by 1:1 support who had training; 1:1 Reading Support.

Attainment Review and Target Setting Report

Following Governor questions the Infant Headteacher explained that the Safeguarding Audit was from January 2015 and was in the process of being updated.

It was confirmed that the School was aware of the increase in the EAL gap since 2014 and, as evidenced by the various interventions, the School was taking action to address this. There was also a joint INSET scheduled with this focus.

The EAL TA had also attended specific training and was due to feedback to staff.

The Infant Headteacher highlighted the importance of EAL children speaking their own language within the home.

A Governor also asked why predictions had been exceeded by outcomes and whether this was a result of staff caution. The Infant Headteacher confirmed that challenging targets had been set for children. All targets had been set taking into account that all children should progress two thirds of a level; a high number of children had exceeded this.

A Governor questioned why progress from Foundation Stage to KS1 was lower in the Infant School compared to the average in Barnet.

The Infant Headteacher explained that the comparison between two very different curriculums was difficult.

As a child progressed they might develop a special need that could not have been identified within the EYFS curriculum. In addition children were unable to progress past level 3 at the end of Year 1 as a level 4 referred to a greater level of maturity.

The School therefore looked at baselines and created comparisons that showed they were not lower than Barnet averages. Progress measures were in place and the School expected to see this in Year1- with extra analysis supporting this further.

A further question was also raised in regard to whether boys Reading was still low. The Infant Headteacher explained that a differentiation was needed as to whether this was a whole School issue or cohort specific. In this case, this had been cohort specific.

The Infant Headteacher was thanked for her informative report.

Toby Blume, a Trust Member of The Archer Academy arrived at the meeting. The Agenda was diverted.

Toby Blume presented Governors with the Archer Academy Admissions Proposal. Arising from this:

- Governors were reminded of the initial basis upon which the Archer Academy was set up and the fundamentals that the school's ethos was based upon.
- The postcodes prioritised in the Admissions criteria were re iterated, noting that the catchment area was rapidly decreasing which would have an inevitable effect on this.
- The Archer Academy had explored data in detail and the Trust Members, SLT and Headteacher had discussed a wide range of possibilities. The conclusion of this was an Admissions Policy that allocated places to feeder schools. This allocation was based on 5 pupils per form of entry: 15 for Brookland, 15 for Garden Suburb, 15 for Martin Primary, 5 for Manorside and 5 for Tudor. All other admission criteria would remain the same. Therefore these feeder places would be allocated in addition to the other criteria- i.e. sibling, geographical proximity, SEN Etc.
- The original ethos of The Archer Academy was re iterated, being non selective on the basis of religion, academic ability or gender.
- Parental support/opposition to these proposals had been varied across the various schools and these responses acted as important factors when the Archer Academy was formulating its position. An overview of the various issues was briefly described.
- The deadline for responses was the end of January. It was important that parents of Brookland children secured their choice.

Toby Blume was thanked for his attendance.

He left the meeting.

A discussion ensued amongst Governors in relation to this proposal.
Discussion involved:

- The difference in responses from schools in the area.
- The reasons why Brookland had been chosen as a feeder school, with its similar ethos/values.
- The potential difficulties associated with Brookland School being identified as a feeder school and its other partner schools not.
- Governors discussed the potential misleading word 'feeder' and clarified it in terms of 'priority places'.

- Governors highlighted the importance of Brookland parents having the opportunity of choice when choosing a secondary school.
- The Junior Headteacher noted that the school would continue to uphold links with many different schools to provide children with a range of experiences to support their transition to secondary school and to reflect the choices of our parents.
- It was noted that a letter on this proposal had been published and circulated to parents in both Schools already.

Following Governor votes, it was **AGREED** that the School would continue to promote parental feedback and involvement whilst remaining neutral on their position in this promotion. This would ensure that parents remained aware of the situation in terms of a shrinking catchment area as well as providing the opportunity of choice.

The Parent's Association (PA) would be responsible for formulating a letter of reminder to parents.

Action: Chair and Communications Committee

The Chair agreed to reply to all correspondence explaining that the Governing Body had discussed the proposal and would be liaising with the PA. Communication would follow soon.

The meeting reverted back to the scheduled agenda.

16/7 INFANT SCHOOL SEF

The Infant School SEF, circulated prior to the meeting, was received and noted by Governors.

The Headteacher explained that the SEF had taken a slightly different form, being shorter and more concise. The areas of development were directly linked to the SDP.

A discussion ensued amongst Governors regarding the issue with retention and recruitment of staff that was evident nationwide. Last year there had been approximately 600 applications for the School Directs programme and this year it had reduced to 60.

The Infant Headteacher noted the high number of teaching staff who didn't live in the area but were dedicated to the School to commute. This was greatly appreciated by the Governors.

The Infant Headteacher noted that whilst concern was understood, it was better for the School to have two part time outstanding teachers than one full time permanent staff that was not as qualified.

The difference in pay scale for teaching staff in inner and outer London was noted especially in relation to high living costs. A Governor suggested the possibility of investigating this with specific estate agents.

16/8 **JUNIOR SCHOOL SEF**

The Junior School SEF was received and noted by Governors. A similar discussion on the recruitment and retention of staff was held.

16/9 **STAFF GOVERNORS' REPORTS**

Infant Staff Governors' Report

Changes to cohort were highlighted, with the extra SEN children in the School. The work of the new Inclusion Leader was highlighted with all staff and children coping well with the changes and being very inclusive. It was important for Governors to understand this change when visiting the School remaining aware that children were learning to cope within new environments and strategies that were being implemented.

The School was losing one TA and a new Meal Time Supervisor (MTS) had been appointed. Another member of staff would be going on maternity leave in June.

The Governors wished to convey their gratitude to all staff for all their continued hard work and dedication.

Junior Governors' Report

The Staff Governor noted the high number of new staff and changes to year groups, all of which had risen to the challenge. The mentoring and support systems set up for the staff was very helpful and open.

Training was consistently taking place, including INSETs on Safeguarding and essential fire training.

The positives of the new software such as SPTO and Frog were highlighted, with the latter acting as an amazing learning platform that both children and staff enjoyed. Learning Walks had also been undertaken and the new format of 'meet the teacher' had worked very well.

All those who had supported the Macmillan coffee morning were thanked; they had raised £581.

Other Schools had been contacted and SEN provision discussed. Dennis Lam agreed to meet with Phil Mulvihill in order to discuss this further, in light of the Infant School potentially becoming an Autism Friendly School and Phil Mulvihill the Autism Champion.

16/10 COMMITTEE REPORTS

a. **Premises and Health and Safety**

A meeting was scheduled for 29 January.

b. **Safeguarding**

The Committee was to meet soon.

c. **Finance**

Minutes from the meeting held on 14 October 2015 were circulated to Governors.

Three policies had also been emailed to Governors for review and approval.

Governors **RATIFIED** the following policies:

Anti-Fraud and Corruption Policy
Financial Management Policy
Whistleblowing policy and Code of Practice

A meeting was scheduled for 21 January 2016.

d. **Curriculum**

The Curriculum Tea on 20 January had been successful and all Governors were thanked for their attendance and support.

An informal committee meeting had been held. The committee would need to discuss how to progress.

The new Junior School website would be launched soon.

e. **Communications and Community Engagement**

A letter concerning parking and traffic issues in the area had been hand delivered to residents in the area.

There was new guidance about the Complaints Procedures; this would be discussed further via email.

f. **Personnel**

The Committee had not yet met.

16/11 GOVERNOR VISITS LOG

The Log had been circulated to all Governors and was at the meeting for Governors to add to.

Laura Pincus was thanked for her meeting with the D&T heads. Alex Taylor-Yeates had also attended a Maths morning.

All Governors were encouraged to meet with their relevant subject leads.

16/12 **CHAIR'S CORRESPONDENCE**

The Chair informed Governors of the correspondence he had received. These had focused on: 1. The Archer, which had been discussed earlier in the meeting and 2. Traffic and Parking in and around the School.

A meeting had been held on 17 December 2015 with the Residents' Association, local residents and Councilors to discuss Brookland Area Traffic Proposals. The Chair provided an overview of the meeting.

Councilors were present at the meeting to represent residents and report back at their Council meetings.

It was noted that the School shared some similar views to the residents, about the proposals. The meeting also included complaints and discussions about the behaviour of some parents in relation to parking and driving.

Residents were encouraged to take photos and car registration details and report to the School to be logged. They were also advised to report these to police with the potential of parking wardens suggested.

The meeting had also clarified that the School had not created the document of proposals. Governors also asserted the need to keep the issue within proportion relative to the number of parents. Governors re iterated their greater significance and focus on teaching and learning in the School.

The School had a School Travel Plan. Anna Black, in her role as Link Governor would pick this up with the Travel Plan leaders.

Governors were directed to a course titled Road Safety Outside Schools and School Travel Plans on 21 March 2016.

The Headteachers thanked all those who had attended the meeting.

16/13 **REPORT OF THE DIRECTOR OF EDUCATION AND SKILLS**

Copies of the Report, circulated prior to the meeting, were received and noted by Governors.

1. **Unified Reward Project update:** This was the name of the council's review of the terms and conditions of its staff, which included all centrally employed

staff and all support staff in community schools. The project had looked at two things: changes to the structure of pay and grading, and change to employment terms and conditions. The Vice Chair noted that this was to be implemented in April 2017 for schools, as informed at the Director's briefing.

2. **Progress update on the future delivery of the Education and Skills service:** All services currently provided by the education and Skills service would be provided by Cambridge Education from 1 April 2016. There was to be a period of TUPE. The School had submitted a provisional indication of its use of traded services as requested.
3. **Governance Self-Evaluation Audit Tool:** The School was awaiting feedback from the audit. The key themes that had emerged from the audit across the LA were noted.
4. **Contextual and Achievement Data for Barnet 2015:** Governors were referred to the two documents- *School performance in Barnet 2014-2015* and *School partnerships-Performance 2014-2015*.
5. **New Handbook for Governors:** Governors were informed of the new edition of the DfE guide for governors.
6. **Managing Subject Access Requests:** Governors noted the information.
7. **Guidance on Complaints:** Governors noted the information.

16/14 **GOVERNOR SUPPORT AND DEVELOPMENT, AND REPORT OF THE LINK GOVERNOR**

<https://www.barnet.gov.uk/wvc-home/information-for-schools/school-governors/governor-development-programme.html>

The Link Governor had been keeping a record of all the emails received from Governors notifying her of training they had attended. She was awaiting the formal spreadsheet from Rebecca Simon.

16/15 **ANY OTHER BUSINESS**

Chairs' meeting: A meeting would need to be organised. The Chair agreed to organise this via email.

16/16 **DATES OF COMMITTEE MEETINGS**

Premises and Health and Safety: January 29 2016

Finance: 21 January 2016

16/17 **DATES OF GOVERNING BODY MEETINGS**

- Spring 2: Wednesday 16 March 2016 at 6.30pm in the Juniors
- Summer :Wednesday 11 May 2016 at 6.30pm in the Infants
- Summer 2: Wednesday 6 July 2016 at 6.30pm in the Infants