

THE GOVERNING BODY OF BROOKLAND INFANT AND JUNIOR SCHOOLS
MINUTES OF THE MEETING HELD AT THE INFANT SCHOOL
ON TUESDAY 11 JULY 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 Aylen (Junior Headteacher)

NON-VOTING OBSERVERS

*Eleanor Furze (Infant DHT)

*Shirley Bates (Junior DHT)

ASSOCIATE MEMBER

*Russell Caller

Katie Attwood

IN ATTENDANCE

Amira Nassr (Clerk)

*denotes member present

PART I

Governors received presentations from the School Councils, Travel and Sports Ambassadors.

Governors commended the presentations and wished to formally thank all the children and staff involved. Governors highlighted the importance of the children's voice and valued contribution to the School community.

17/50 **Welcome**

The Chair welcomed all to the last meeting of the academic year.

17/51 **Acceptance/non-acceptance of apologies for absence**

Apologies were submitted and accepted on behalf of Sara Wolfen and Katie Attwood

17/52 **Declaration of Pecuniary Interests**

There were none.

17/53 **Part I Minutes**

The Part I minutes of the meeting held on 10 May 2017 were **CONFIRMED**, initialled and signed, subject to amendment.

17/54 **Matters Arising**

17/39 **Matters Arising**, 17/22 *Matters Arising*: The IHT provided an update on the 30 hours Nursery provision. She noted the challenge in setting up families on the system due to difficulties accessing the 11 digit code.

The code was necessary to prove eligibility as well as for the school to receive the associated funding. The IHT noted that she had discussed this with D Davis in the Local Authority (LA) who was aware of the issues. The deadline for schools to verify the codes had been pushed back from the original date of 31 August.

Following a Governor question, it was clarified that the access issues were primarily with parents who did not claim child benefit. There were currently five families who had been unable to obtain the necessary codes. The School had been informed that these were expected to be resolved by the middle of next week.

17/39 **Matters Arising**, 17/5 *Headteachers' Reports: Junior School Report*: The lighting for the playground had been discussed with the Headteachers and James Flanagan, School caretaker; this had been agreed. The School were also hoping to use some of the Travel fund money to facilitate lighting on the pathway. The Parent's Association (PA) were also assisting with funding.

17/39 **Matters Arising**, *Meeting at Christ's College*: It was noted that the consultation period had now ended.

17/40 **Headteachers' Reports**, *Junior School Report, Pupil Premium*: Following a Governor question, the JHT confirmed that parental questionnaires asking for feedback on the impact of interventions had been administered.

17/42 **Committee Reports**, *Premises and Health and Safety*: It was confirmed that planning permission for the Nursery building had been granted.

17/42 **Committee Reports**, *Communications and Community Engagement*: The test day for the Walking Bus had been held on 17 May 2017. The turnout to the event had been positive but there had been no formal sign ups.

Governors discussed alternative ways to encourage involvement. They welcomed the suggestion to ask Class Representatives to discuss this with parents, with a parent perhaps taking a group of four children. A Governor noted that Reception children and parents were more likely to be comfortable walking with a parent they were familiar with.

A Governor also noted the utility of raising it at 'meet the teacher' evenings.

Harriet Bloom was asked to continue this discussion with Bryony Davies and Julia Peston.

Action: Harriet Bloom

17/44 **Chair's Correspondence**: The use of the School as a polling station would be discussed at the next Strategy Committee meeting.

Governors agreed that a wider discussion on this topic would need to be held. They noted the importance of having an alternative proposal to present.

17/46 **Governor Support and Development, and Report of the Link Governor**, Laura Pincus was scheduled to attend a course on the OfSTED framework, however it had been cancelled.

17/55 Approval of residential trip to Osmington Bay – 15th - 18th October 2017

The JHT noted that the Y6 residential trip to Whitby had been replaced by one to Osmington Bay in Dorset. The first of these visits had been carried out in May and had been very successful.

The proposal, moving forward, was to have this residential trip in October. The JHT noted the benefits of this timing, explaining that the experience helped with confidence as well as team and relationship building. These skills could then be utilised from the start of the new academic year.

Following a Governor question, Laura Pincus confirmed that she had reviewed the Risk Assessment and would be analysing feedback shortly.

The JHT confirmed that the PGL organisers undertook their own in depth risk assessments.

A Governor questioned whether moving the date of the trip would remove the incentive that was often associated with the end of the year, post exams.

The JHT recognised this and explained that she had been working with the DHT to explore options for an end of year day trip. She added that the number of Pupil Premium children in the next two cohorts was slightly higher than previous years. This would need to be taken into consideration in terms of how much the School could subsidise an additional trip to ensure equal opportunity.

Following a Governor comment, it was noted that the School were aware of potential difficulties with payments and had set up installments for the residential trip sooner to reflect the change in date.

A Governor challenged as to whether the trip to Osmington Bay offered as much history, knowledge and learning opportunity as Whitby and whether it corresponded with the curriculum.

The DHT explained that the children learnt *coasts* as a topic, complimented by the settings of Osmington Bay.

Following a show of hands, Governors formally **APPROVED** the Y6 residential trip to Osmington Bay in October.

17/56 Review of GB procedures and delegations

The Chair reminded Governors that the document on Governing Body procedures and delegations, 'Roles, Remits and Terms of Reference' needed updating.

He noted that the document outlined how Governors organised themselves, the roles of committees and what areas could and could not be delegated.

The Chair agreed to update the document and circulate to Governors.

Action: Chair

Governors were asked to send any comments to the Chair.

Action: Governors

17/57 **Presentations and Training for 2017/18**

The Chair reminded Governors of the move to three clerked Governing Body meetings per year and three focused training and/or presentations.

He noted that presentations would consist of 10 minute reports from various subject leads. These would provide Governors with further information on each area and allow them to ask specific questions.

Governors noted that it would also provide an opportunity to understand a specific topic area in a way that they were not able to do so during their Governor Visits. It would also aid relationships with staff.

A draft timetable for these sessions had been incorporated into the Four Year Plan.

The IHT noted that the sessions on SEN, PE, Computing and Assessment would need to be added to the Four Year Plan as they had been indicated for the previous year, and not yet completed.

Laura Pincus agreed to update the Four Year Plan accordingly and circulate to Governors.

Action: Laura Pincus

Laura Pincus informed Governors that she and Riaz Khan had attended a course on website compliancy which had directed them to update some policies more frequently than first assumed.

These had been updated accordingly.

A Governor requested that the presentations not be too long to ensure effective engagement.

A Governor suggested that some of the presentations be linked to interactive videos uploaded onto the School website.

17/58 **Committee Reports**

Premises and Health and Safety: The Committee had not met since the previous meeting. The Chair noted that the School had been working informally with Mini Minors in regard to the swimming pool.

The Chair of the committee asserted the need to undertake a fire report/review of the School grounds.

The JHT explained that the School were in communication with the LA, who, along with the DfE, were carrying out necessary investigations. She added that the School commissioned professional services to undertake various checks and reviews and these were set according to a specific timetable.

James Flanagan, School caretaker, would explain all the routines to the Committee at the next meeting.

The IHT added that at the start of every academic year, staff reviewed policies and procedures thoroughly to ensure all new staff members were correctly informed and former ones, refreshed.

A Governor raised concern about the security of the School, particularly out of school hours. This would be reviewed at the next meeting as well as at the Safeguarding committee.

Action: Premises and Health and Safety Committee/ Safeguarding Committee

The IHT clarified that with clubs after school, the Infant School front door closed at a specific time after which visitors had to buzz in and out. Prior to the designated time, the Jelly Beans leaders carefully monitored who entered and exited.

Safeguarding: The minutes of the meeting held on 16 June 2017, copies of which had been circulated prior to the meeting, were received and noted.

The Chair of the committee provided an overview of the meeting.

The committee had discussed DBS checks and the need to renew these every 3-5 years. This was now at the discretion of individual schools at a cost of £60 per renewal.

A discussion ensued amongst Governors about whether the School should renew staff members' DBS checks every 3-5 years.

The IHT noted that many schools had chosen not to renew, ensuring all checks were completed when a new staff member joined. She added that if any issues did arise, staff were obliged to inform the school as were the police.

Another Governor added that once the initial checks were completed, the individual then became a member of the School community, adhering to rules, protocols and ethos.

Following a Governor question, the IHT clarified that staff attending other schools did not often take part in regulated activity and were not left alone with the children.

Governors discussed the options in terms of risk and whether choosing not to renew DBS checks, opened the School to vulnerability.

A Governor raised slight concern about staff members who attended residential trips if their DBS checks had not been renewed and suggested that at a minimum, these staff members have their checks renewed.

A Governor highlighted that at the Safeguarding training undertaken at the beginning of September, it was made clear to staff that they must inform the school of any change in their circumstances. This was also linked to the Whistleblowing policy. These were signed by all staff members.

A Governor enquired into whether DBS checks had any impact on the insurance used by the School and asserted that this should be investigated.

Governors **AGREED** that a wider discussion on risk was necessary to understand the areas of concern and precautions in place to reduce this.

Following a Governor question regarding alternatives to DBS checks, the JHT explained that a new member of staff underwent numerous checks before starting employment. These included List 99 as well as a 'Barred from Teaching' check. It was noted that DBS checks may not be the most effective check.

The IHT agreed to email Jane Morris to raise these concerns; to be re visited at committee level as well as the Safeguarding training to be presented by Jane Morris in September.

Action: IHT

Finance: The minutes of the meeting held on 15 June 2017/ 22 June, copies of which had been circulated prior to the meeting, were received and noted.

The Chair of the committee provided an overview of the meeting. She noted the difference in surplus reported at the previous meeting, having increased to £181,476 for the Junior School and £49,800 for the Infant School.

The Infant School had originally predicted an approx. £18,000 overspend. Savings had been made in terms of staffing, reducing TA cover from agency and using internal staff. Savings had also been made in regard to food supplies and equipment.

The Chair of the committee noted that Governors could email her with any comments or questions.

Governors congratulated the Headteachers for achieving such substantial savings.

Curriculum: The minutes of the meeting held on 16 May 2017, copies of which had been circulated prior to the meeting, were received and noted.

The Chair of the committee provided an overview of the meeting.

It was confirmed that division of subject policies had been organised.

Governor subject Leads were charged with reviewing their respective policy and sending these to the committee for review via email.

Action: All Governors

Communications and Community Engagement: The Chair noted that the Junior Whole School meeting was scheduled for 13 July. She added that there had been many successful productions as well as sports days.

The Chair of the committee had also attended the Pedestrian Safety meeting the previous week which had discussed the overspill of traffic following accidents on the A1 and the potential to install speed cameras.

The newsletter was currently being formulated, to be published on 17 July. All Governor input was welcomed. Changes to staffing would be added to the newsletter.

It was suggested that another member of the committee take charge of the newsletter moving forward.

Chairs of committees were reminded to submit a short description of activity undertaken within their committee to be added to the newsletter.

Action: Committee Chairs

It was suggested that the newsletter include information from the School Council meetings and presentations.

Personnel: The Committee had nothing further to report.

Strategy: It was reported that the committee had not yet met, but would be considering the School Development Plan. A meeting would be scheduled for early in September.

17/59 **Governor Visits Log**

Governors who had undertaken visits and completed the Visit Log were thanked. The Log had been updated accordingly.

Chris Rafferty noted that she had attended Arts Week which had been very enjoyable and Laura Pincus had visited the Hedgehogs.

Many Governors had also taken part in the fish and chip lunch. They noted how inquisitive the children had been during the lunch and the quality of questions and discussions had.

Governors commended the Open Evening held in the Junior School, with a special thank you to Simon Greenhouse. They asked for their gratitude to be relayed to all staff involved.

17/60 **Chair's Correspondence**

The Chair noted that he had not received any correspondence.

The Vice Chair noted that she had received correspondence from Mr. Ingram regarding traffic and roads.

17/61 **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/wvc-home/information-for-schools/school-governors/governor-development-programme.html>

Governors were reminded that the programme was no longer produced in paper form and to review the website in September to see if any courses were of interest.

Farnoush Bikdeli agreed to send Governors a reminder email when the web was live.

Action: Farnoush Bikdeli

17/62 **Any Other Business**

a. Four Year Plan

Governors were thanked for their input. As noted earlier in the meeting, this was to be updated and circulated.

b. Provisional results

Infants

Governor attention was drawn to the provisional results for the Infant School, tabled at the meeting.

The IHT noted that these results were still not confirmed.

Governors noted the positive results. In Foundation stage, the percentage of children who had achieved a Good Level of Development (GLD) had decreased slightly.

The IHT reminded Governors that in Reception there were 30 children with Special Educational Needs, i.e. they were being monitored, had a support plan or an Educational Health Care Plan (EHCP).

In Phonics, the score was 82%. Two children had been disapplied from results. The IHT noted that the cohort was a challenging one with five children with EHCPs.

KS1 had achieved very well. The Governors wished to pass on their congratulations to all staff and children.

Juniors

The JHT provided Governors with a verbal overview of KS2 results.

These were as follows:

	National (%)	Brookland (%)	Greater Depth (%)	
			Brookland	National
Reading	71	90	29	24
SPAG	77	93	52	30
Writing	76	90	41	17.6
Maths	75	88	41	22

Governors applauded the results. They noted that this was particularly impressive in the context of the difficult Y6 cohort. The School were consistently outperforming Barnet.

The Chair was scheduled to meet with the staff the following day to relay a personal congratulations and thank you to them all.

Action: Chair

c. Risk and Liability

Governors noted the importance of having a session on Risk and Liability.

d. Shine Walk

Governors were reminded of the Shine Walk and the money being raised for Cancer Research.

All those who had contributed thus far and sponsored walkers were thanked. The aim was to raise £6000.

e. Committee Minutes

A Governor enquired into where Committee meeting minutes should be stored. In addition to paper copies stored in the School office, it was also important to save an electronic version.

f. Associate Member

Russell Caller's term of office as Associate Member had expired.

Following a show of hands, Governors **AGREED** to re-appoint Russell Caller as Associate Member for a four year term ending on 10 July 2021.

The IHT agreed to update this on the School website for the Infants and JHT to update this on the School website for the Juniors.

Action: IHT/JHT

17/63 **Dates of Committee Meetings**

To be confirmed.

17/64 **Date of Governing Body meeting**

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. Jane Morris had confirmed attendance. The session would also involve SEN training and a session on general assessment to help Governors understand School processes.

Governors discussed the days of the week to hold the Full Governing Body meetings. Emma McCabe noted the utility of holding some meetings on Tuesdays as it allowed her to feed back to staff the following day.

Governors noted the need to organise meetings appropriate to dates of budget ratification as well as the annual Curriculum Tea.

The Chair agreed to discuss dates with Sarah Beaumont and circulate.

Action: Chair