

**THE GOVERNING BODY FOR BROOKLAND INFANT AND JUNIOR SCHOOLS MINUTES
OF THE MEETING HELD AT THE SCHOOL ON THURSDAY 12 NOVEMBER 2015**

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

*Rebecca Simon

*Dennis Lam (Junior Support)

HEADTEACHERS

*Brenda McCafferty (Infant Headteacher)

*Jenny Aylen (Junior Headteacher)

*denotes member present

NON-VOTING OBSERVERS

*Amy Simpson (Infant DHT)

*Shirley Bates (Junior DHT)

IN ATTENDANCE

Amira Nassr- Clerk

Presentation from Lauren Langham

Governors received a presentation from Lauren Langham regarding the school counseling service.

The importance of the School in monitoring and tackling mental health was highlighted with the current scheme in the Junior School briefly outlined.

At present, the counselor visited one day a week undertaking supervised work with two children (last term it was three). This cost the Junior School £1000 per year to cover supervision costs; a price substantially reduced and significantly lower than full time or part time counselors.

The importance of distilling the stigmas associated with counseling amongst children was highlighted; with the scheme intent on ensuring the child felt safe and secure and helping to build resilience.

Governors' were directed toward the document '*Counseling in Schools: Blueprint for the future*' for further information.

The difference between counseling and pastoral care was outlined with the former involving a deeper understanding of child development. Such schemes also provided an additional dimension, providing an opportunity for intervention before the necessity of CAMHS.

Numerous schools had used Pupil Premium funding to facilitate the counseling system with statistics depicting a correlation between those disadvantaged children and a need for the service.

Governor comments and questions were welcomed.

A Governor enquired into the role of the parent in the counseling and whether consent was required.

It was clarified that parental consent was necessary and that a meeting was held with both the parent and the child to inform them of the process and explain the element of confidentiality. The parent was also updated throughout the process.

There were also interview processes in place, for children, parents and staff, conducted according to the SDQ Model; a strengths and difficulties based questionnaire. The questionnaire was completed several times throughout the process and results analysed.

Following a Governor question, it was explained that the age limit was normally Reception age. The counseling was primarily based on play therapy.

The Infant Headteacher expressed the Infant School's interest in this and agreed to discuss this further with staff and Lauren Langham.

A Governor asked if there was any equivalent provision available and funded through the Local Authority.

It was clarified that this was not the case and that many schools used their Pupil Premium funding to pay for the scheme. The Junior School used this reiterating that Pupil Premium funding continued to be used on a needs-driven basis.

A Governor enquired into the process of confidentiality and how this was judged. It was explained that this was subjective and depended upon the age of the child and the area of concern.

Lauren Langham was thanked for her presentation.

15/100 **WELCOME**

The Chair welcomed Governors to the meeting.

15/101 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies were received and accepted on behalf of Rachel Beard and Karen Tickner. The Chair noted that it was Rebecca Simon's last meeting. The Governors joined in thanking Rebecca Simon for all her hard work and contribution to the Governing Body and to the School.

This left a vacancy for a Co-Opted Governor. A prospective candidate would be invited to the next meeting.

Action: Chair

The Clerk provided the Chair with an update on the Local Authority (LA) Governor vacancy.

15/102 **DECLARATION OF PECUNIARY INTERESTS**

There were no declarations of pecuniary interest within the current agenda.

15/103 **PART I MINUTES OF THE MEETING HELD ON 29 SEPTEMBER 2015**

The Part I minutes of the meeting held on 29 September 2015, copies of which had been circulated prior to the meeting, were CONFIRMED, initialed and signed by the Chair, subject to the following amendments:

P1, A correction to the members present: Amy Simpson and Karen Tickner had both attended the meeting.

P5, p7, The phrase '*informed about Prevent duty*' was corrected to '*reminded about the new Prevent duty*'.

P12, The action was removed.

P14, A correction to the dates of future meetings.

The Chair agreed to circulate the updated grid Appendix of Committee Structure.

Action: Chair

15/104 **MATTERS ARISING**

15/84 **Matters Arising**, 15/64 *Reports of Committees*, (a) *Premises Health and Safety*: The Infant Headteacher highlighted the success of the Lottery Fund and the installation of the wooden structure outside the Nursery building. This facilitated outdoor play during all weather.

15/85 Annual Review of Committee Structure, Membership and Terms of Reference: The Chair confirmed that he had circulated all the necessary information to the Governors. The Governor Handbook had also been updated to include a section on information of the relevant contacts.

15/86 Annual Review of Register of Business Interests: Dennis Lam confirmed that he had completed his form and returned it to the School. The Junior Headteacher agreed to check with Maria that all forms had been received.

Action: Headteacher

15/88 Staff Governors' Reports: Anna Black and Christine Rafferty had attended the Enabling Enterprise day at the School and highlighted how positive an experience it was.

Staff explained that the event had been very productive and children had thoroughly enjoyed themselves. It had also encouraged a display of different dimensions of the children's personalities.

15/89 Reports of Committees, (e) Communications and Community Engagement: A date for Mark Leibling to present in assembly in the Infant School needed to be arranged.

15/93 Governor Support and development, and report of the Link Governor: Laura Pincus had a tick sheet tabulating the various areas of online information for Governor access. This was passed to Governors to complete, identifying which forums they had access to.

15/95 Any Other Business, Admissions Policy: A Governor enquired into the status of the deadline previously noted regarding the consultation process and expressed the concern about the shortening time frame. The Infant Headteacher explained that she had followed this up with emails and as of yet, had had no response.

The Infant Headteacher agreed to follow this up further.

Action: Infant Headteacher

15/95 Any Other Business, Partnerships: The Chair informed Governors that the Governors did not meet as part of the Junior School Alliance at the Director's Briefing as not all were present. He hoped they would meet at the next Briefing.

15/105 INFANT SCHOOL TARGETS SETTING AND SDP MID-YEAR REVIEW

The SDP Mid-Year Review, copies of which had been emailed to Governors prior to the meeting, was received and noted.

It was noted that the document was very near completion with a high number of the actions outlined already in place.

The Headteacher and staff were scheduled to meet on Monday 16 November 2015 to write the new SDP. This would essentially mean that there would be two plans running simultaneously for a period of time. It was the School's decision to decide whether to run the SDP according to the financial year or the academic year.

It was noted that it was better for the School to run the SDP from October to July as this allowed it to be more cohort specific. It also corresponded with Teacher Appraisals and the needs of the children.

A Governor noted the positives of quantifying and providing a backdrop to the statistics represented in the document. It allowed Governors to gain a more informed understanding of the percentages.

Target Setting 2015-2016, tabled at the meeting, was received and noted.

Governors were reminded that levels no longer existed. A new assessment package had been introduced and the Headteacher had attended an Assessment meeting which outlined the language that was to be used in the interim.

The Infant Headteacher explained the table depicting the End of KS1 Targets 2016 to help clarify this further. The new language of *Working Towards*, *Working At*, *Working At Greater Depth* was noted.

Following a Governor question it was explained that '*Working Towards*' meant working towards the Age Related Expectations (ARE) of KS1.

It was explained that the percentages for *Working at Greater Depth* were significantly reduced, an outcome that had been expected especially as expectations had increased substantially.

A Governor challenged the Headteacher to explain why the 82.2% for Science was lower than the 97% 2015 targets. It was explained that this was due to the great change in the Science Curriculum. It was further noted that there was no *Working At Greater Depth* measurement for Science.

Governors were encouraged to review the document further and contact the Infant Headteacher with any comments and/or questions.

15/106 **JUNIOR SCHOOL TARGETS SETTING AND SDP MID-YEAR REVIEW**

The Junior School Mid-Year Impact Statements, tabled at the meeting, was received and noted by the Governors.

The Headteacher explained that they were also in the middle of the current plan, and that it represented a constantly ongoing cycle that would merge into the following one.

It was also noted that with data being published in August, this would support moving to an Autumn SDP in future.

Governors expressed how impressed they were at the amount of work that had been undertaken in the document.

The Headteacher clarified that staff members, when writing their sessions, had been asked to look at what impact they have had rather than limiting it to what had happened.

Following a Governor question, it was clarified that Zoe Ingram had been appointed to the new Well-Being role.

The Junior Headteacher explained that the Target Setting data had not yet been finalised. The data would be circulated to Governors once confirmed.

Action: Junior Headteacher

The Headteacher reiterated the change to SATs and tracking. The School had been making good use of the Family Fischer Trust database, using its projection for each child as a benchmark and guide. This projection was based on what the child achieved at the end of Year 2. This provided a starting point to discuss with teachers about each child.

Governors were also reminded that the current Y6 cohort were not as able as the previous, with a higher proportion of lower achievers. Governors were advised to recognise this when reviewing any data.

The importance of an effective progress measure in place was highlighted. The difficulty of this was reiterated in the context of forming a comparison based on two different systems. The utility of the Family Fischer Trust in connecting this bridge was noted.

Governors were informed that the Junior School was undertaking a Attainment Review on Tuesday 24 November 2015. This would involve analysis of all data as well as a look at the Raise Online document.

The Infant Headteacher informed Governors that the Infant School had already had an Attainment Review. Once the document had been made formal, it would be emailed to Governors.

Action: Infant Headteacher

Governors noted the utility of being able to interpret the new data and levels. It was suggested that one or two Governors meet with the relevant staff

members in order to attain a clearer and greater insight into the data. The Chair welcomed any Governors to take up this role.

The indication by Ofsted of the specific Raise Online pages which required Governor understanding and knowledge was reiterated.

15/107 **REPORTS OF COMMITTEES**

Committees were reminded that, if not already completed, each needed to elect a Chair and update the Terms of Reference.

a. Premises and Health and Safety

A meeting needed to be arranged. The Committee needed to review the termly Health and Safety check as well as upcoming inspections.

b. Safeguarding

Minutes of the meeting would be circulated to Governors once completed. The Terms of Reference would also be edited and circulated.

Danielle Lucas and Eleanor Furze had attended the meeting to discuss SEN. This had been very useful. Both staff members agreed to meet regularly to share information.

The Committee had discussed the Prevent Strategy in detail and agreed to outline all the training that the committee members had attended in the minutes.

The committee had also received a presentation from the Headteachers on the School's absence data. This highlighted the significance of religious observance absences in comparison to other schools and national figures.

c. Finance

The minutes of the meeting would be circulated to Governors once completed.

The committee had reviewed the budget for the year as well as the outturns and all was sufficient.

The Schools had also received information on the families entitled to Pupil Premium funding, identified through the Barnet Pupil Premium Identification tracker. This had identified new families in the Schools.

d. Curriculum

A meeting needed to be arranged. Members agreed to circulate dates for this.

The date of the Curriculum Tea was confirmed as Wednesday 20 January 2016 at 3.45pm. Contributions of cake were welcomed.

e. Communications and Community Engagement

Laura Pincus reminded Governors of the NGA training she was scheduled to attend on Saturday 14 November 2015. Governors would be reported to after attendance.

The new website in the Infant School had been completed and a meeting was arranged for the following week to discuss the Junior School website.

Clarification was still needed in regard to the necessary Governor information to be published on the School website. It was agreed that this would be reviewed further.

f. Personnel

The Committee had not yet met.

15/108 GOVERNOR VISITS LOG

Governors were reminded to send any visits to Laura Pincus. An updated list of visits had been circulated to Governors.

The Infant School INSET day in October had also been very useful and a number of Governors had attended.

15/109 CHAIR'S CORRESPONDENCE

The Chair informed Governors of the enquiry he had received from Gary Shaw, the Chair of the Roads and Traffic committee of the Residents' Association. .

Barnet had proposed a scheme in the area titled the 'Brookland School Area Traffic Scheme'. Gary Shaw had contacted the Chair to enquire whether the School was willing to host a meeting for residents to undertake a discussion with members of the Council. It was clarified that the School would be acting primarily as a venue for this meeting.

Governors **AGREED** to this proposition and the Chair agreed to contact Gary Shaw to discuss this further and confirm a date.

Some Governor attendance at this meeting was advised. The Chair would inform Governors of details once finalised.

Action: Chair

15/110 **GOVERNOR SUPPORT AND DEVELOPMENT, AND REPORT OF THE LINK GOVERNOR**

Governors were reminded that Alexander Taylor-Yeates had taken on this role and to therefore send any training undertaken to her.

15/111 **GOVERNOR CODE OF CONDUCT**

The Governor Code of Conduct, copies of which had been circulated prior to the meeting, was received and noted.

Governors **APPROVED** the Code and thereby agreed to adhere to its content.

15/112 **ANY OTHER BUSINESS**

1. Governance Audit

Laura Pincus, Anna Black and Katie Attwood had completed the Audit and it had been circulated to Governors. Governor comments were invited.

Governor terms of office needed to be added and would then be sent to Sarah Beaumont as indicated.

Action: Katie Attwood

The utility of creating a training matrix was noted, to prevent unnecessary duplication of training.

The Chair noted that the skills matrix had also been completed.

2. Barnet Services Update

The Chair informed Governors that he had received information that Barnet Services Future Delivery Model had been narrowed down to Cambridge Education.

This would be considered at council. The Chair agreed to report any further information on this.

3. Chandos Tennis Club

The Headteachers noted that the School had been approached by Chandos Tennis Club. The club was relocating to East End Road and wished to form a partnership with the School as part of community cohesion.

The club had offered a qualified coach to visit the School 2-3 hours a week between May and September and 2 hours between October and April with 1 court available for the School to use.

The offer also included the availability of scholarships for 50% of the year as well as 100% for outstanding children; between 3-4 children.

Governors suggested that the School explore the possibility of more hours or access.

The Headteachers noted that these propositions were not final and agreed to discuss this further.

It was agreed that the Infant Headteacher would reply to Chandos agreeing to the proposal in principle with the need to discuss detail further.

Action: Headteachers

15/113 **DATES OF COMMITTEE MEETINGS**

These would be arranged between members via email.

15/114 **DATES OF GOVERNING BODY MEETINGS**

- Spring 1: Wednesday 20 January 2016 at 5.00pm in the Juniors
- 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

The meeting finished at 8.05pm