

**THE GOVERNING BODY OF BROOKLAND INFANT AND JUNIOR SCHOOLS**  
**MINUTES OF THE MEETING HELD AT THE INFANT SCHOOL**  
**ON TUESDAY 14 NOVEMBER 2017**

**LA GOVERNOR**

\*Sapna Shah

**PARENT GOVERNORS**

\*Laura Pincus (Infant)  
Claire Rosen.

**HEADTEACHERS**

\*Brenda McCafferty (Infant Headteacher)  
\*Jenny Aylen (Junior Headteacher)

**NO. N-VOTING OBSERVERS**

\*Eleanor Furze (Infant DHT)  
\*Shirley Bates (Junior DHT)

**IN ATTENDANCE**

Cece Ifezue, (Clerk)

**STAFF GOVERNOR**

\*Jenny Catley

**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  
X 2 Vacancies

**ASSOCIATE MEMBER**

\*Russell Caller  
\*Katie Attwood

\*denotes member present

**PART I**

The meeting commenced accordingly and the Governors acknowledged the service of Sara Wolfin, whose term had come to an end without opportunity to give thanks. The Governors thanked her for tenure and wished her all the best. A bouquet was presented to her.

Sara Wolfin Left at 18:50pm.

17/65 **Welcome**

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

17/66 **Acceptance/non-acceptance of apologies for absence**

Apologies were submitted and accepted on behalf of Claire Rosen, (elected new Governor)

17/67 **Declaration of Pecuniary Interests**

There were none.

17/68 **Appointment of Chair**

The Clerk invited nominations for Chair for the Academic year 2017/18. One nomination was received and upon a unanimous show of hands, Mark Leibling was appointed Chair for the Academic year or until his successor is appointed.

17/69 **Appointment of Vice Chair**

The Clerk invited nominations for Vice-Chair for the Academic year 2017/18. One nomination was received and upon a unanimous show of hands, Laura Pincus was appointed the Vice- Chair for the Academic year or until her successor is appointed.

17/70 **Record of Governing body training/presentations on 19<sup>th</sup> September 2017**

The Chair reminded Governors of the Governing Body meetings per year, with three focused on training and/or presentations. All Governors with the exception of Russell Caller and Rachel Beard attended Safeguarding training on 19<sup>th</sup> September. Noted that there will be presentations for assessment and SEN for Juniors

Noted that there will be a meeting to discuss risk of pupil radicalisation with Perryn Jasper, the newly appointed Prevent Officer for Barnet.

#### 17/71 **Part I Minutes**

The Part I minutes of the meeting held on 11<sup>th</sup> were **CONFIRMED**, initialed and signed, subject to amendment.

#### 17/72 **Matters Arising**

(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 Infant School Parent's Association (PA) were also assisting with funding. This has been resolved.

(17/40): **Matters Arising, Headteachers' Reports, Junior School Report.** Pupil Premium: Following a Governor question, the Junior school Headteacher confirmed that parental questionnaires asking for feedback on the impact of interventions had been administered. This has been resolved: It was helpful and parents gave good feedback based on the questionnaires which will help shape plans for interventions and provision for individual pupils.

(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.

This was not resolved and planning is still underway, Harriet Bloom is to continue this discussion with Bryony Davies and Julia Peston.

**Action: Harriet Bloom**

#### 17/73 **Presentations and Training for 2017/18**

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

The Infant school Headteacher (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.

This had been resolved: Laura Pincus has updated the Four Year Plan and will circulate to the Governors.

**Action: Laura Pincus**

#### 17/74 **Committee Reports**

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.

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

Following a Governor question regarding alternatives to DBS checks, the Junior School Headteacher (JHT) explained that a new member of staff underwent numer-

ous 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, School Safeguarding and Exclusions Officer for Barnet, 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**

The Headteacher has emailed Jane Morris regarding the renewal/checking DBS every three years and it was reported that it will be seen as "mismanagement of funds" if this is carried out. New staff members should be checked prior to commencement of employment but the existing staff members should not be rechecked.

17/75 **Annual review of committee structure, membership and terms of reference (attached)**

The Governors confirmed that presently, they have eight existing committees in the structure and it was an opportunity for them to discuss if they feel the need to add another committee. Governors **AGREED** to keep the committee structure in its current form

One of the Governors enquired if they had all three strategy meetings in the year, and the Chair confirmed that they missed one meeting. They all agreed that they should have at least three strategy meetings in the year and the Governors confirmed they were happy to keep the committee structure.

Some of the members were switched from their various committees.

One of the Governors reiterated that due to work commitments, she cannot attend some of the scheduled meetings and others stated they were willing to work around her.

Membership: The chair informed the Governors that now is the right time to speak up if they were not happy with their committee membership and it was confirmed that the Chair for the committees are appointed at the committee meetings and not by the Full Governing Body.

It was **AGREED** that the Chair and Vice-Chair must be on the strategy committee along with all other committees' chairs.

The Chair proposed that the Vice-Chair should be on the finance committee to observe.

Premises and Health & Safety Committee requested for more committee members.

(Revised form of committee membership attached)

17/76 **Annual Review of Delegated Functions /Governors with specific responsibilities**

Revised form attached 17/59

17/77 **Annual register of business interest**

The forms were completed and submitted to the schools to be held on file.

17/78: **Head Teacher's Report (attached including Pupil Premium website report and secondary school transfer list)**

**A: Brookland Junior School:**

- **Teaching staff and assessment:** Teaching staff have attended outside professional meetings and training sessions as well as SENCO network meetings. The Headteacher attended school reviewer training with BPSI and a coaching project took place with all teachers taking part in delivering coaching and being the recipient

of coaching. The school secretary is continuing to work through her School Business Manager qualification and will complete the full qualification in six months.

- **Leadership and Management:** Teachers formally reviewed their appraisal target and lesson observations were carried out by subject leaders. A learning walk focused on children who are entitled to pupil premium and who do not have English as their first language. The staff welcomed the Assistant Head Teacher back from maternity leave and thanked Mr Khan for covering her role skilfully. Parent written feedback on the end of year reports were extremely positive and the parents survey received overwhelmingly positive feedback as well as giving suggestion for the school development plan work for next year.
- **Staffing Appointment:** Following interview, the school appointed a full time year 4 class teacher and welcomed back a member of the TA team. Rather than having a specialist music teacher, class teachers are now teaching their own music lessons across the school with support and training to do so.
- **Safeguarding and Pupil Wellbeing:** The senior leadership team and wellbeing leader held their termly meeting to review on vulnerable pupils. No new MASH referral was made from the school this term. A school check was made by MASH for two pupils and the school continues to work with social services. Currently, the school has 41 children on the wellbeing monitoring list and 25 on the concern list, including 7 children with current CAFs led by the school .
- **Personal Development, Behaviour and Welfare: (SMSC)** The weekly newsletters describes the many visits, assemblies, visitors, fund raising events and activities which identifies rich opportunities for developing spiritual, moral, social and cultural knowledge and understanding. School assemblies promoted values of understanding, perseverance, positivity and gratitude.

**Incidents of racism, bullying, serious behaviour incidents:** There were 2 incidents of racial jokes/ comments recorded and these were followed up with families

One of the Governors asked how the school formally addressed incidents of racism. The Headteacher explained that the cases are seriously dealt with and the children are clear on what is “acceptable” and what is not.

- **Attendance:** The National attendance for the school and for each child is now expected to be 96%. The school’s attendance for the year was 96.2%, and this is the highest figure to date. This includes 0.72% authorised absence due to religious observance.
- **Outcomes for Pupils: October 2017 Census:** There are 71 pupils on roll entitled to pupil premium funding and support including 33 currently entitled to free school meals and one looked after child pupil premium funding 2019-20.
- **SEND:** There are 37 Children on Special Education Needs register as SEN support 6 children who have an Education, and Health Care Plan (EHCP). A support plan is created for each child on the list. In the Summer time, 5 TA’s attended training with Parisha Chadha (SALT) on lego therapy.
- **School Transition:** One child was unplaced with 19% moving to fee paying and state selective schools. Year 6 enjoyed a comprehensive transition programme including PSHE transition. The head teacher gave a Secondary transfer for presentation for year 5 (now year 6 parents) in May.
- **School Roll:** The school roll at the October 2017 census was 359.

## **B: Brookland Infant and Nursery School:**

- **Staffing News:** One staff went on maternity leave, another staff is on long term sick but reports to be doing well. Goodbye was said to one teacher who has taken up employment in Australia and another teacher on temporary contract left at the end of the year. One teacher resigned from her TA role and will be taking moving to America.
- **Admission and Leavers:** In the Summer, the school said goodbye to all Year 2 Pupils. They also said goodbye to four children in year 1: two of these went to special school and the other two children went to a faith school. Three children in Reception left, two children moved abroad and one Child moved out of the area. In September, they welcomed four new children in year 2 and three new children in year 1. They currently have one space.
- **Safeguarding:** Both the safeguarding and child protection policies were updated by both HT's staff and Governors have been informed about the changes. The children have had the NSPCC come in during an Assembly to talk to them about "Speak out and stay safe" programme. NSPCC posters are now displayed around the school.
- **Training and Staff:** Several TA's have been attending First Aid training to ensure their qualifications are up to date. Several subject leaders went on their termly subject leader network meetings
- **Events:** Activities of the term are reported and celebrated in the weekly school newsletters. The school Assemblies focused on exploring and managing feelings and changes. There was a Year 2 performance assemblies and end of year celebration assemblies by all year groups.
- **Personal Development, Behaviour and Welfare:** Attendance for the 2016-2017 was 95.7% and without religious observance, it was 96.63%. The national attendance for school and each child is now expected to be 96%
- **Complaints:** There were no official complaints made to the school.
- **Racial Harrasment and Exclusions:** There were none in the summer or autumn term.
- **Teaching, Learning and Assessment:** Appraisal Reviews: All teachers were observed during the summer term by their appraisal reviewer and all observation came out as good or better.
- **Outcome for pupils:** Pupil's progress meetings have been carried out to discuss progress in reading, writing, and maths with class teachers. They focused on progress made by disadvantaged children and those at the risk of underachieving as well as discussing provision for more able children
- **Attainment expectations:** At the end of Key Stage 1, Pupils are expected to work at the expected standard (EXS)
- **PA:** The PA organised a very successful Summer Fair and Fireworks night. The Headteacher and Governors expressed their thanks to the PA for all the hard work and support. Last year, they raised around £22,000 for the school. .
- **Shine Walk:** Thank you everyone who took part and also to Anna. The exercise exceeded the target amount of £6000.

- **Finance:** The school finances remain on course to be within the budget for the financial year. At present they have had 66.67% of the financial year and they have spent 63% of the budget.
- **Building:** Over the summer, they had a new Nursery build and new lights put on the drive and foot path.
- **Reporting Fire Drills:** There was a fire drill in September and evacuation was undertaken in around 2.20mins to evacuate the school. This was an unplanned fire drill when someone pressed the fire alarm by accident on the first day of the term and everyone was accounted for.
- Inclusion Leader is in the middle of obtaining her CCET qualification and hence will be able to take standardised tests.

17/79(a) **Staff Governor's Report ( Brookland Junior School):**

It was reported that the Welfare Assistant's absence was helpfully managed by an agency staff member. An office development plan has been written and they will be working on it this year. Each member of the office met with Miss Aylen to discuss their job description and they had a cashless system installed which has been in use since the end of June/July and this is a great help and saves admin time.

17/79(b) **Staff Governor's Report ( Brookland Infant and Nursery School):**

The new Nursery is up and running and providing lots of exciting experiences for the youngest members of the school who have settled well. The appeal process for Level 2 TA's pay is now ongoing and the TA's can appeal if they feel they have not been matched appropriately. The Headteacher has met with Barnet and the HR/Union representatives. They have sent out forms for Level 2 TA's to complete to decide when the review will commence but it has not been actioned yet.

17/80 **SAT's/ Pupil Achievement Data (attached):**

The administration of SAT's went smoothly but was a particularly complex undertaking this year with many pupils having additional support and arrangements in place. A significant number of pupils required arrangements to access the test due to their emotional needs and other access arrangements including use of visual aids a partially sighted pupil and translating papers into Hebrew. The School is very fortunate to have highly experienced, proactive and capable team particularly the TA's to ensure these arrangements are both possible and effective.

The SAT's data is not the final data as yet. All the figures highlighted are based on provisional data and will change. The revised provisional data will be released in December and the final data will be released in January.

*Rachel Beard and Russell Caller left the meeting at this point.*

*There followed a ten minute break.*

17/81 **School Development Plans (attached and Impact Statements)- Some of the key areas identified are:**

1- **Outstanding**

OFSTED Grade Descriptor: Leaders and Governors have created a culture which enables pupils and staff to excel, they are committed to setting high expectations for the conduct of pupils and staff.

The schools have secured substantial improvement in progress for disadvantaged pupils. Progress is rising across the curriculum in English and Mathematics.

The broad and balanced curriculum inspires people to learn.

The leaders promote equality of opportunity and diversity for pupils and staff Safeguarding is effective; pupil's welfare is actively promoted. Pupils welfare is actively promoted. Pupils are listened to and feel safe. Staffs are trained to identify when a pupil may be at the risk of abuse, neglect and they report their concerns.

## 2- **Good:**

Leaders set high expectations of pupils and staff. They lead by example to create a culture of respect and tolerance.

Leaders and Governors have an accurate comprehensive understanding of the quality of education at the school. This helps them plan, monitor, and refine actions to improve all key aspects of the school's work.

Governors hold senior leaders to account for all aspect of the school's performance including the use of pupil premium, the primary PE and sport premium and SEN funding.

### ***Governors made improvements to the plan on the following areas for 2017/2018***

- **Effectiveness of leadership and management**
- **Quality of teaching, learning and assessment**
- **Personal development, behaviour and welfare**
- **Outcomes**
- **EYFS**
- **Overall effectiveness,**

The chair made a note for the Governors to list topics that will be discussed at the strategy meeting and anything else that needs to be added.

## 17/82 **Target Settings (attached)**

- This is no longer a statutory requirement to set and publish targets, however it remains good practice in order to monitor standards and inform school improvement planning.
- The aim is to raise expectation and standard of pupil attainment
- To enable pupils reach their full potential
- Track progress of individuals and groups
- To identify group and individuals in need of support.

The Chair raised his concern about the pupils in the middle and asked what is the push for them in meeting their expected progress?

- The head teacher explained the actions which are taken to ensure that all pupils needs are maximised across in all areas of the curriculum.
- FFT: The Headteacher explained about the Fisher Family Trust, which generates targets based on comparing with similar pupils from the same assessment starting points

## 17/83 **Committee Reports (including approval of Financial Policy)**

### **Finance Report:**

- The finance committee had a forecast of £24:000, and £26,000 contingency spend.
- Educo school catering advisory services. The business manager managed to source a company who provides the same service but cheaper with a savings of £3000-£4000 a year.

One of the Governors asked if only one staff member holds the key/codes to the safe. It was explained that more than one staff hold the key in case of an emergency

Another Governor asked why the schools used different banks. It was explained that one account is held by the school, and the other account is held by the borough

The swimming pool working group, led by the chair of premises is working with Mini minors to source a possible appropriate new pool building with a view to a long term let arrangement

17/84 **Approval of residential trips 2018**

- Year 2: Dates for trips to go to Moat Mount were discussed: 10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup>, and 13<sup>th</sup> July available. The trip was approved and a date will be set.
- Year 6 trip to Osmington Bay: This was approved and a tentative date was set for 14th October.

One of the Governors asked if anything was planned for Post-SAT's for Year 6. The Headteacher confirmed that various activities were being planned.

**Action: JHT**

17/85 **Governor visits**

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

Harriet Bloom reported that she had visited a class and saw historical artifacts shown to her by the infant history lead depicting the Victorian times.

Laura Pincus met with one of the teachers and discussed about design and technology

Mark Leibling took time to have lunch with the children

Sapna Shah did a maths visit and she found this very interesting with other parents because it gave practical advice guidance on how maths is being taught.

Anna Black attended a PE Session.

17/86 **Chair's Correspondence**

The Chair noted that he received an email from a parent regarding removing their child from school (Juniors)

17/87 **Report of the Director of Education and Skills:**

This was noted.

17/88 **Governor Support and Development, and Report of the Link Governor**

The following attendance was noted:

Level 3 Safeguarding: 01/12/2017- Laura Pincus.

OFSTED Course: 18/12/17- Harriet Bloom

The Link Governor commended the Barnet Governor Support and Development Programme, accessible at: <https://www.barnet.gov.uk/wwc-home/information-for-schools/school-governors/governor-development-programme.html>

Governors were reminded to do their online self-audit.

17/89 **Any Other Business**

- The Chair informed the meeting of the Hampstead Garden Suburb virtual (online) museum which gathers history-based artefacts and archives about the local area and is being developed/curated at the moment (including information about Brookland schools)
- One of the Governors noted that the companies who provide the package for school photographs for Junior and infants schools are different, hence it is more expensive if parents wants to purchase photographs from both schools.



- The Headteachers will look into this.

**Action: IHT& JHT**

- Policies: The Chair reminded the Governors to look at the respective subject policies, which will be reviewed in January and it will help if the Governors will give their input on any of the subjects on the policies needs to be changed/amended or updated. Policies do not have to be changed yearly but should be updated as the need arise.
- Child protection Policy: All staff and Governors were required to sign the form.

17/90 **Dates of Committee Meetings**

Finance meeting: 12<sup>th</sup> January 2018  
Curriculum meeting: 27<sup>th</sup> November 2017  
Personnel: Arranging meeting: 28<sup>th</sup> November  
Strategy Meeting: Within the week  
Head Teacher's performance review: Within the week  
Communication and community engagement: To be arranged.  
Safeguarding and Personal Development: To be arranged.  
Premises: to be confirmed

17/91 **Dates of Governing Body meetings**

Spring: 27<sup>th</sup> March 2018  
Summer: 3<sup>rd</sup> July 2018

Governor Training/Presentation (un-clerked)  
17<sup>th</sup> January 2018

Governor Training/Presentation (un-clerked)  
08<sup>th</sup> May 2018.

Meeting ended at 21:10pm.