

THE GOVERNING BODY OF BROOKLAND INFANT AND JUNIOR SCHOOLS
MINUTES OF THE MEETING HELD AT THE SCHOOL
ON WEDNESDAY 15 MARCH 2017

LA GOVERNOR

*Sapna Shah

PARENT GOVERNORS

*Laura Pincus (Infant)

Sara Wolfen (Junior)

HEADTEACHERS

*Brenda McCafferty (Infant Headteacher)

*Jenny Aylen (Junior Headteacher)

NON-VOTING OBSERVERS

Amy Simpson (Infant DHT)

Shirley Bates (Junior DHT)

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

ASSOCIATE MEMBER

*Russell Caller

Katie Attwood

*denotes member present

IN ATTENDANCE

Sarah Beaumont (Acting Clerk)

PART I

17/18 **Welcome**

The Chair extended a warm welcome to Jenny Catley, newly elected Staff Governor. It was noted that Emma McCabe would be acting as her Governor Mentor.

17/19 **Acceptance/non-acceptance of apologies for absence**

Apologies were received and accepted on behalf of Tim Jackson and Rachel Beard. Apologies were noted from Katie Attwood, and also from the Deputy Headteachers, who were attending a conference.

17/20 **Declaration of Pecuniary Interests**

There were none.

17/21 **Part I Minutes**

The minutes of the meeting held on 18 January 2017 were CONFIRMED, initialled, and signed.

17/22 **Matters Arising**

17/2 Acceptance/non-acceptance of apologies for absence: Noted that a Staff Governor (Infant Support) election had been run.

17/4 Matters Arising 16/98 Presentation: Academy Programme: Noted that the Chair had contacted Jodie Semp Blaskey to follow up actions, and was awaiting a response.

16/102 Matters Arising, 16/81 Annual Register of Business Interests: Governors were reminded to submit their forms to the school office.

Action: Governors

17/5 Headteachers' Reports: Infant School Report: Reported that the Chair had circulated a glossary of terms to all Governors.

17/5 Headteachers' Reports: Junior School Report: Noted that the attachment identifying the dates of the school based INSETs had been re-circulated.

Action carried forward: that the quote for lighting in the playground to allow for sports activities after school be discussed at the next Finance Committee meeting.

Action: Finance Committee

It was noted that the PE grant funding could be used for this.

17/7 Committee Reports: Communications and Community Engagement: Reported that the re-establishment of the Walking Bus had been featured in the newsletter.

Action carried forward: that a date be organised for Governors to have lunch with the children. It was agreed that a Friday would be most preferred.

Action: HTs/Governors

A Governor asked about the success of the Whole School meeting on 1 March 2017. The Infant and Nursery School Headteacher responded that it had been very successful. The discussion was about the new Brookland Values, which had been decided upon after surveying the children, parents and carers.

A Governor asked about the success of the working party regarding 30-hour nursery provision. The Infant and Nursery School Headteacher responded that a working party meeting had taken place, which had been followed up by a questionnaire to the families of the 2017/18 Nursery School intake. An additional meeting had taken place where application forms were discussed and criteria for 30-hour eligibility.

It was noted that fifteen 30 hour places would be offered, plus eleven morning places, and eleven afternoon places. It was reported that the nursery would open at 9am and close at 3pm. It was reported that, because of possible impact on the afternoon session to ensure they would still get 15 hours, the afternoon session would commence 15 minutes earlier. It was noted that the application forms had

been revised, and that the deadline for receipt was 24 March 2017. It was acknowledged that the number of Nursery places had decreased from 52 to 37. The Infant Headteacher stated that she was confident that the school was doing the right thing by keeping the Nursery open in order to retain families with older siblings in the school.

The Chair thanked Governors that formed the committee for their work.

A Governor asked if the portal was now open to determine the financial background of families in order to assess their eligibility for 30 hours Nursery funding. The Infant and Nursery School Headteacher confirmed that the portal was open, run by the Inland Revenue to enable information submitted to be checked. It was noted that there was a grace period for families with changing financial circumstances.

17/23 **Budget Approval**

The budget summary and accompanying budget forecast for the financial year 2017/18 were tabled and noted. Arising from the documents:

It was noted that the budgets for each school had been prepared separately and had been discussed at the Finance Committee meeting on 13 March 2017. Each Headteacher had discussed her school's budget in turn with the Finance Committee and those budgets were now being put forward for approval to the Governing Body.

It was noted that these budgets would be reviewed each half term by the Finance Committee as well as in the day-to-day running of the school by the Headteachers.

The main funding changes relevant to both schools were as follows:

- there continued to be no funding for the swimming pool;
- £1,320 Pupil Premium funding was received per Pupil Premium pupil;
- £1,900 Pupil Premium looked after children was received per Pupil Premium looked after child.

Noted that the Pupil Premium funding was given to support disadvantaged children (i.e. those who receive free school meals or have received free school meals at some point within the last 6 years). The intention of this was to close the attainment gap between them and their peers.

Brookland Infant & Nursery School

Sapna Shah gave an overview of the budget, making the following points:

- Total income for 2017/18 was expected to be £1,612,556. Total expenditure for 2017/18 was budgeted at £1,593,483. This would leave an anticipated surplus of £19,073. Additionally, there would be a current surplus of £8,189 left over from 2016/17, giving a contingency (surplus) in 2017/18 of £27,262. This would be mainly because of staff members on maternity leave. Also early year funding had increased to £5.17 per child;

- The Pupil Premium generated an income of £50,160 for the year (allocated to teaching Staff & support staff for intervention groups, school journeys & school trips);
- Staff costs represented 72% of expenditure, Premises 6.6%, Supplies & Services 11.8%, and Agency 7.9%.

It was noted that:

- No additional money had been added for capital projects. There was £8.8k held in the Capital Income account, with the intention to allocate this to ICT hardware;
- The school received £8000 from the extended day last year, but this would go down with the 30-hour nursery provision;
- Capital funding could only be spent on capital on building (not furniture).

The Infant and Nursery School Headteacher stated that the financial issues facing schools had been featured in the news for a long time. She reported a significant saving (approximately £22,000) with two members of staff being on maternity leave, though this put significant demands on the school. However, it was predicted that the following year's budget would be extremely difficult to set in order to ensure delivery of the same high standards as the 2 members of staff would be returning from maternity leave.

It was reported that Barnet had been running courses for Headteachers on how to manage redundancies, and that, the Infant School Partnership together with the Junior School Alliance (the Barnet partnership of schools to which the school belonged) had been focusing on ways to make cost savings. It was explained that each member of the alliance had been tasked with researching a different area, and that the Infant and Nursery Headteacher had focused on HR and Payroll.

It was noted that the school sought to recruit and retain experienced teachers, and that financial decisions would be based on the education of pupils.

A Governor asked how the school could determine the impact that financial cuts would be making on children's education. The Chair responded that there was no simple answer to this, except through the mechanisms that were already in place. He stated that the Governing Body needed to be very focused, with the ambition that both schools remained outstanding. It was acknowledged that it was primarily staff that made the school outstanding.

A Governor asked if Barnet ran courses on financial decision-making. The Chair responded that Barnet had also been a victim of financial pressures, whilst schools had been relatively shielded from the direct impact of reduced funding, until recently.

A discussion ensued regarding news stories of the negative impact of financial cuts on schools, and the increase in the number of children to be educated. Governors were invited to join the Finance Committee to pool ideas on how to generate money.

It was noted that an invitation had been received from an independent group, held at Martin Primary School, to attend a meeting to address financial cuts to schools.

Upon a show of hands, Governors APPROVED the Infant and Nursery school budget.

Brookland Junior School

Sapna Shah gave an overview of the budget, making the following points:

- Total income for 2017/18 was expected to be £1,780,279. Total expenditure for 2017/18 was budgeted at £1,859,492. This would leave an anticipated deficit of £79,213. However, there was a current surplus of £137,624 left over from 2016/17 and carried forward for many years (i.e. in the bank), leaving a contingency (surplus) in 2017/18 of £58,411;
- The Pupil Premium and Pupil Premium looked after children generated an income of £109,980 for the year (allocated to teaching Staff & support staff for intervention groups, curriculum resources, free meals, music education service and supervision for counsellor);
- Staff costs represented 72.6% of expenditure, Premises 5.7%, Supplies & Services 11.7%, Agency 7.0%;
- No additional money had been added for capital projects. There was £8000 held in the capital account which is allocated to ICT hardware and software purchases.

The Junior School Headteacher stated that the budget had been set to forecast worst case scenarios. She stated that there was some flexibility built into the school's staffing structure, via the use of agency workers and one year contracts. Nevertheless, it was acknowledged that some difficult decisions would need to be taken, particularly for the following financial year.

A Governor asked why the costs of agency staffing were not shown as part of staffing expenditure. The Junior School Headteacher responded that in order to delineate budget headings, the codes for agency staff were different to those of permanent staff.

A Governor asked why the proportion of expenditure on premises was showing as lower than the Infant and Nursery School, if the two schools shared the same site. Sapna Shah explained that the two schools were each liable for the same premises costs and the Junior School had a larger number of pupils.

A Governor asked if it was normal to have such a high proposed deficit. The Junior School Headteacher responded that the budget differed from school to school, all schools budgets are challenging at the moment and that the budget reflected the worst case scenario. Last year the school had planned to use £40K of its reserve as a worst case scenario but had in fact not needed this.

A Governor asked for clarity on the figure for staffing. The Junior School Headteacher confirmed that this was 72.6%.

Upon a show of hands, Governors APPROVED the Junior school budget.

A vote of thanks was made to Sapna Shah, with the assistance of Katie Attwood, for their work on drafting the budget.

17/24 **School Development Plan: mid-year review for infants and juniors**

The Brookland Junior School Development Plan 2016-17 Mid-year Impact Statements January 2017, copies of which had been circulated prior to the meeting, was received and noted. The following points were made:

- that the Strategy Committee had already looked at this plan in detail;
- that subject leaders were each leading a priority and reporting on progress so far;
- that delivery and monitoring the plan was a team effort and that staff were well trained to focus on impact and outcomes to ensure efficiency.

A Governor asked the meaning of the acronym AFL. It was noted that this stood for Assessment For Learning.

The Brookland Infant and Nursery School Development Plan 2016-17 Mid-year Impact Statements January 2017, copies of which had been circulated prior to the meeting, was received and noted.

A Governor asked for a report on the success of Science Week. The Infant and Nursery Headteacher reported that it had been very successful, with the pupils being excited and engaged. Parent Governors confirmed pupil engagement.

A Governor asked for a report on the half termly coffee morning held by the Inclusion Leader. The Infant and Nursery Headteacher responded that a small group of parents had attended and were encouraged to be very open and honest.

A Governor asked which resources were made available at coffee mornings. The Infant and Nursery Headteacher responded that this depended on the topic discussed. It was agreed that the meetings were valuable to facilitate parents supporting one another on a variety of issues.

A Governor asked for more detail about the school's work on becoming an autism-friendly school, and whether this was a formal accreditation. The Infant and Nursery Headteacher responded that the school was using a formal framework, but that the aim was to ensure that the school was equipped to effectively meet the needs of its pupils, rather than simply gain accreditation.

A Governor asked if there were any specific charities that could provide the school with additional funding. The Infant and Nursery Headteacher responded that funding had been secured to equip a sensory room, but that there was not a building available to put it in. It was noted however that sourcing funding was time consuming.

The Chair thanked the two Headteachers for their mid-year reviews.

17/25 **Committee Reports**

Premises and Health and Safety: In the absence of Tim Jackson, the Infant and Nursery Headteacher reported on the activities of the committee, which included:

- Scrutiny of the new Health and Safety Policy;
- Undertaking a walk of the premises;
- Discussing the new nursery building, plans for which were constantly being updated;
- Monitoring costs.

It was explained that the new nursery building was being provided at no cost to the school, due to the school accessing the borough's modernisation project.

Tribute was made to members of the Site Team, who had managed to prolong the lives of demountables through careful maintenance.

Regarding the swimming pool, it was reported that five bids had been received from companies who wished to rent the proposed new pool. It was reported that the Chair had met with Val White, Assistant Director, Participation, Performance and Planning, and Alison Dawes, Head of Educational Partnerships and Commercial Services, to explore funding options. It was noted that the terms of a long lease arrangement would be revisited, as appropriate. It was noted that the new swimming pool would be an asset to the school and local community.

Thanks were expressed to the Chair (Tim Jackson) for his work on this project.

A Governor asked for clarity on the increase of the swimming contribution from parents. The Infant and Nursery Headteacher responded that the current contribution did not cover the costs of the swimming pool.

A discussion ensued with regard to the collection of contributions from parents and how to manage this throughout the year. The Infant and Nursery Headteacher explained the reasons for the schools' practices.

Safeguarding: Anna Black reported that the forthcoming meeting would be taking place during the following week.

Finance: This had been largely covered under 17/23. Sapna Shah added that the committee had considered the following issues:

- the budget;
- the swimming pool;
- disposals;
- increase in hours;
- unified reward; and
- how to encourage parents to pay their contributions including information included on the school website, and issuing penalties and legal action.

A Governor asked if money for swimming lessons could be collected via Parent Mail. The Infant and Nursery Headteacher responded that Reception families were not set up on the system until autumn half term, and money needed to be collected prior to this.

Curriculum: It was noted that the minutes had been circulated prior to the meeting. Harriet Bloom reported on the activities of the committee, which included undertaking a major review of Infant and Junior schools, in conjunction with the four year plan, concentrating on Maths and Science.

Communications and Community Engagement: Laura Pincus reported on the activities of the committee, which included consideration of timing and frequency of the newsletter (currently produced at end of each term).

A discussion ensued and suggestions were made, including the introduction of a governor section in the school newsletter, and changing to a single report at the end of the year.

It was agreed that the committee should be delegated to decide on this.

Action: Communications and Community Engagement Committee

Noted that the next meeting was scheduled to take place on 2 May 2017.

Personnel: It was noted that the committee was scheduled to meet on Monday 20 March 2017.

Strategy: The Minutes of the meeting held on 22 November 2016 and 1 March 2017 were received and noted.

The Chair reported on the activities of the committee, which included considerations regarding cost saving and budgeting, including Governing Body clerking arrangements.

The Chair reported on the consultation process conducted by Barnet with Cambridge Education, outlining the new proposals and stating that the cost of the current service had increased.

The Chair proposed to Governors that the Governing Body continue to have two meetings per term, with one clerked by a borough Governance Advice Officer (GAO), and one unclerked. This proposal would ensure that the frequency of meetings was retained, but at a cost saving for clerking. It was proposed that the clerked meeting would contain the formal business, and the unclerked meeting would be an opportunity for staff to provide presentations and for Governor discussion.

A Governor asked if minutes would be taken of the unclerked meetings. The Chair responded that notes may be provided to accompany presentations, and that the unclerked meetings may be referenced in the minutes of the clerked meetings.

A Governor asked if the duration of the clerked meetings would increase. The Chair responded that this was not anticipated.

A Governor suggested that reports be written in a more concise, bullet-point style to inspire more effective discussion.

A Governor asked how the timings of the meetings throughout the year would be set. The Chair responded that the Strategy Committee would agree the timings of meetings.

Upon a show of hands, Governors AGREED the proposal to retain two Governing Body meetings per term, one of which would be clerked by a borough GAO, and one of which would be unclerked. It was noted that the Governing Body would have two clerked meetings during the coming summer term.

17/26 **Governor Visits Log**

Governors reported on visits to the school as follows:

Sapna Shah reported on undertaking a learning walk in Maths, reporting that she had watched teachers differentiating targeted support to pupils of varying abilities. She reported on watching delivery of the Shanghai method, which appeared to be interactive and interesting.

Harriet Bloom reported on her visit to the Nursery Class.

Laura Pincus reported on her visit to Penguins, watching a lesson in e-safety.

The Chair reported on his visit to observe coding.

It was reported that the Curriculum Committee had discussed Governor visits, and ways in which experiences could be shared. It was suggested that whilst visits could be logged, Governors could report more fully at unclerked meetings.

Governors were reminded to update their Governor visit logs in the folder.

17/27 **Chair's Correspondence**

It was reported that no correspondence had been received, except from residents regarding car parking.

17/28 **Governor Support and Development, and Report of the Training Link Governor**

The termly Governor support and development programme, available at: <https://www.barnet.gov.uk/wvc-home/information-for-schools/school-governors/governor-development-programme.html> was commended.

The Training Link Governor reported that she had attended the Training Link Governors' meeting, and also safeguarding training. She recommended all Governors to attend training on safeguarding, including Level 3.

17/29 **Any Other Business**

Travel Plan: Harriet Bloom reported on the schools' Travel Plan, stating that the Infant School had been awarded the silver standard. It was noted that forthcoming initiatives included the Infant School 'Big Pedal' on 20 – 31 March 2017, 'Bling Your Bike' day, 'Walk to School' assembly on 17 May 2017, and a

safer parking promotion, where stickers would be awarded to parents for parking safely outside the school. It was noted that an art work competition was planned to promote this initiative.

Russell Caller left the meeting at this point.

Parent Questionnaire: The Infant and Nursery Headteacher reported that the school had received extremely positive comments in the parent questionnaire. Issues attracting the most engagement included:

- Homework;
- Meetings with staff;
- School lunch.

It was reported that the Chair would scrutinize the results of the questionnaire.

Action: Chair

Meeting at Christ College: It was noted that parents had been invited to attend a coffee afternoon on Wednesday 22 March at 2.15pm to discuss secondary school places at Christ College. Governors were asked to indicate to Christ College whether they would attend.

London Vitality Half Marathon: Katie Fearn reported on the success of the Junior School participation in the London Vitality Half Marathon at Wembley where 220 of the 1000 child participants were pupils of the school.

Governors noted the following dates:

Tuesday 21 March 2017: Fair Funding meeting at Martin Primary School.
Wednesday 29 March 2017 at 1.40pm: Whole Junior School Meeting.

17/30 **Dates of Committee Meetings**

The dates of the meetings were noted. These included:
2 May 2017: Communications Committee

17/31 **Dates of Governing Body meetings**

Governors noted the following dates:

- Summer 1: Wednesday 10 May 2017
- Summer 2: Wednesday 5 July 2017

17/32 **Motion of Confidentiality**

Resolved that, due to its nature, the business transacted be treated as confidential and not for publication.

Private and Confidential

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Part II

17/33 **Part II Minutes**

The Part II Minutes of the meeting held on 18 January 2017 were CONFIRMED and signed.

17/34 **Matters Arising**

There were none.