

**THE GOVERNING BODY FOR BROOKLAND INFANT AND JUNIOR SCHOOLS**  
**MINUTES OF THE MEETING HELD AT THE SCHOOL ON WEDNESDAY 16 NOVEMBER**  
**2016**

**MEMBERS**

**LA GOVERNOR**

\*Sapna Shah

**PARENT GOVERNORS**

\*Laura Pincus (Infant)  
Sara Wolfin (Junior)

**HEADTEACHERS**

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

**NON-VOTING OBSERVERS**

\*Amy Simpson (Infant DHT)  
\*Shirley Bates (Junior DHT)

\*denotes member present

**STAFF GOVERNOR**

Phil Mulvihill (Infant Support)

**CO-OPTED GOVERNORS**

\*Simon Greenhouse (Junior Teacher)  
\*Emma McCabe (Infant Teacher)  
\*Mark Leibling (Chair)  
\*Rachel Beard  
\*Christine Rafferty  
Farnoush Bikedeli (Junior Support)  
\*Katie Fearn (Infant)  
\*Harriet Bloom (Infant)  
\*Anna Black (Junior)  
\*Tim Jackson (Junior)

**ASSOCIATE MEMBERS**

Russell Caller  
Katie Attwood

In Attendance  
Amira Nassr- Clerk

16/97 **WELCOME**

The Chair welcomed all Governors to the meeting.

16/98 **PRESENTATION: ACADEMY PROGRAMME**

Governors welcomed Jodie Semp Blaskey, Deputy Director in the Regional School Commissioners (RCO) office and Kate Dethridge

Governors' attention was drawn to a power point presentation, outlining the role of the RCO and the strategies associated with academisation.

J Semp Blaskey highlighted the importance of academisation in raising standards and noted that with the School being *outstanding*, it may wish to become a Sponsor.

A Governor enquired into the proportion of primary schools that had academised. J Semp Blaskey explained that this was approx. 15% compared to 25% of secondary schools.

Following a Governor question, it was clarified that the National College for Teaching and Learning (NCTL) continued to provide training and facilitate the pathway for teacher recruitment, but that a Free school for example could hire a teacher who did not have NQT status.

The slides outlined some of the benefits associated with academisation, for example the sharing of back office services, opportunities for teachers to work across schools within a MAT and increased financial sustainability.

The IHT noted that the School were already operating under tight financial limits and enquired into how it was possible to effectively spread limited resources across schools.

J Semp Blaskey explained that schools within a MAT would have a shared budget, noting the possibility of sharing Pupil Premium resources for example

The Chair added that whilst the School was a community school, altruistic and supportive in nature, the main priority would be to protect interest of pupils in the School.

A Governor noted the utility of joining with schools that were geographically close to the School in order to make the sharing of resources easier and questioned how many schools within the borough were available to join with.

J Semp Blaskey clarified that there were schools within Barnet who had academised but recognised that Barnet was quite a large borough with variation between faiths.

A Governor asked for clarification of the amount of choice that a school had in choosing partner schools. It was clarified that the School had freedom in this and would not be forced into specific partnerships. The Regional Commissioners office would support networks.

Governors asked for examples of cases where MATs had and had not worked well. J Semp Blaskey agreed to send a few case studies to the Chair.

***Action: Jodie Semp Blaskey***

A Governor asked for clarification on the processes of academisation and how they differed from previous years. It was noted that when academisation was first introduced it was initially targeted at failing schools that were given large capital funds to convert into a new school.

J Semp Blaskey clarified that there was no longer any capital funding associated with academy conversion; a school would receive £25,000 to help with legal fees. Funds were however available if a school chose to become a Sponsor and this would be dependent on the level of need of the sponsored school.

Following a Governor question, she added that there was no infrastructure money but schools could bid for money through Condition Improvement Funding (CIF); CIF was ring fenced to academies for capital infrastructure.

K Dethridge detailed her experience as Headteacher when converting to an academy. She explained that it gave the school certain freedoms, with more control over the money that the children generated for their own school. She clarified that in maintained schools, the Local Authority (LA) retained some of the funds from central government to pay for certain resources/services. These had tended to be timely and not value for money. Converting allowed the school to serve the local community more, giving business to local people that was more cost effective.

Following a Governor question, she clarified that a school's relationship with the LA was an important deciding factor.

The Headteachers explained that they received value for money services from the LA and valued their expertise. Schools could choose which services they wanted to buy into. There was also little financial margin between the money that the LA received and how much the School received. The School was also already in informal partnerships with local primary schools that were working well.

Barnet had been rather ambiguous in their approach to academisation and this was perhaps indicative of the high number of high achieving schools within the borough.

K Dethridge added that it was important to consider joint principles when joining with other schools.

Following a Governor question, it was clarified that the ideal number of schools within a MAT was based on the number of children; 1500-2000. MATs often involved different levels of leadership and Governors recognised that this could become unaffordable.

Governors were also asked to consider the impact of the National Fair Funding; an initiative aimed at balancing the amount of funding per child. Previously based on areas of deprivation, it was anticipated that London schools would see a reduction in the amount of funding per child.

Following a Governor question, it was clarified that if one of the schools within a MAT failed an Ofsted inspection, there would be some capacity within the MAT schools to support, with external support bought in.

Governors asked for clarification of the practical elements of academisation. J Slemm Blaskey explained that timescale depended very much on the school and how fast they wished to act. The legal process took approx. 5 months to complete.

Governors would have to vote on the proposal to covert and then the School would undertake the necessary consultative work. The importance of transparency was highlighted here. Governor roles would be similar to that of Trustees, with greater financial scrutiny.

The Importance of the scheme of delegation was highlighted; deciding what roles and responsibilities were delegated to the Governing Body and what was kept centrally.

J Slemm Blaskey agreed to send the Chair a diagram of proposed structures.

***Action: J Slemm Blaskey***

Governors asked for more clarification on the prospect of a Teaching school. K Dethridge noted that in becoming a Teaching School, a school was given £60,000 in first year, and £40,000 the next. Teaching schools were based on leaders improving schools and offering expertise.

Governors accepted that leaders training other schools could bring revenue into the School and help to professionally stimulate staff which in turn could aid staff retention. They re- iterated the priority of the children and agreed with the IHT that the School did not currently have much capacity to cover staff leading training in other schools.

K Dethridge agreed to send the School information on Teaching Schools.

***Action: K Dethridge***

Governors agreed that the session had been very useful and informative and provided a good basis for discussion at the Strategy Committee meeting the following week. They thanked both speakers and Tim Jackson for arranging.

*J Slemp Blaskey and K Dethridge left the meeting.*

*Anna Black left the meeting at this point.*

16/99 **ACCEPTANCE/ NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies were received and accepted on behalf of Sara Wolfin, Phil Mulvihill, Farnoush Bikdeli, Katie Attwood and Russell Caller.

16/100 **DECLARATION OF PECUNIARY INTERESTS**

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

16/101 **PART I MINUTES OF THE MEETING HELD ON 28 SEPTEMBER 2016**

The Part I minutes of the meeting held on 28 September 2016, copies of which had been circulated prior to the meeting, were **CONFIRMED**, initialled and signed by the Chair, subject to the following amendments:

**P2 16/77 Appointment of Vice Chairman for the academic year 2016-2017:** It was clarified that Mark Leibling and Laura Pincus had been congratulated on their appointment.

**P5 16/83 Headteachers' reports, Infant Headteacher's report:** It was clarified that a class mascot went home with children on Fridays.

**P10 16/85 Committee Reports, (g) Strategy Committee:** It was clarified that the safeguarding issue was related to an after school letting.

**P11 16/87 Chair's Correspondence:** The correspondence from Mr Freer was concerning the diverted traffic during the A1 works.

16/102 **MATTERS ARISING**

**16/77 Appointment of Vice Chairman for the academic year 2016-2017:** Governors wished to thank Anna Black for standing for the role of Vice Chair. The Chair agreed to relay this.

***Action: Chair***

**16/79 Matters Arising, 16/60 Matters Arising, 16/51 Any Other Business, Governor's photo board:** The Chair confirmed that he had received the outstanding photos and the board had been updated.

The IHT informed Governors that the Governor badges had been received and she was awaiting the plastic holders.

**16/80 Annual Review of Committee structure, membership and Terms of Reference:** The Chair confirmed that he had received most of the updated Terms of Reference. Any committees who had not yet updated these were urged to do so and submit to the Chair.

***Action: Personnel/Curriculum committees***

**16/80 Annual Review of Committee structure, membership and Terms of**

**Reference:** Laura Pincus confirmed that she had sent Farnoush Bikdeli the information on Governor training undertaken through Barnet.

Governors were advised, when booking training with George Paradigou, to include Farnoushh Bikdeli in the same email.

**16/81 Annual Register of Business Interests:** Emma McCabe had completed her declaration form and returned it to the School office. Rachel Beard would be sent another copy to complete and submit.

***Action: Clerk***

**16/83 Headteachers' reports, Infant Headteacher's report:** Following a Governor question BPSI was clarified as Barnet Partnership for School Improvement. The School bought into 36 hours of consultancy which they could choose how to use; unused hours could not be carried over to the following year. The IHT confirmed that she would be using all of these hours this year.

**16/84 Staff Governors' report:** Laura Pincus noted that the Communication and Community Engagement Committee were not scheduled to meet until just before the end of term. At that meeting they were to decide whether Governor Newsletters would be formulated yearly instead of termly. If the committee decided to remain with the termly schedule, Laura Pincus was concerned that this would not leave her with sufficient time to produce the newsletter for this term.

It was suggested that a newsletter be formulated for this term, and decision on frequency be decided following the committee meeting.

Harriet Bloom offered to help with the newsletter. Laura Pincus asked Governors to send her anything they wished to be included.

The Chair noted the importance of the first Governor newsletter of the academic year in welcoming new Nursery and Reception parents and outlining some Governor activities.

**16/86 Governor Visits log:** Laura Pincus confirmed that the guidelines on School Visits were in the governor handbook.

**16/87 Chair's Correspondence:** A Governor enquired into the status of the banner to remind drivers of the one way system, discussed at the previous meeting.

The IHT noted that a coffee morning had been held on 15 November with the bike-ability representatives and it became apparent that some parents did not understand how the one way system worked. The Headteachers agreed to add a map detailing this to the newsletter on Friday.

***Action: Headteachers***

It was noted that the price of the banner would range between £50-70 and could be erected at the front of the School, taken down when banners promoting events were needed.

Katie Fearn was charged with creating a design for the banner to then submit to the Chair.

***Action: Katie Fearn***

16/88 **Report of the Director of Education and Skills, 2. Governance Self-Evaluation Audit Tool:** Sapna Shah was leading on this, with Katie Attwood to review.

16/88 **Report of the Director of Education and Skills, 5. Governor Information to be published on Edubase:** The IHT noted that she had not yet completed this.

**Action: IHT**

16/90 **Governor Code of Conduct:** The Chair agreed to send the Headteachers an updated Governor Code of Conduct to be added to the School website

**Action: Chair**

#### 16/103 **INFANT SCHOOL TARGETS SETTING AND SDP END OF YEAR REVIEW**

Copies of the Infant School Targets Setting, circulated prior to the meeting, were received and noted by Governors.

Comment and questions were welcomed.

A Governor noted a correction to the number of pupils in Year 1 and 2, corrected to 90 and 91 pupils respectively.

Following a Governor question, the IHT clarified that there were only two options for Science at the end of KS1: *Working Towards* and *Working At*.

A Governor challenged the IHT as to why the end of KS1 targets for this year were higher than those of last year. The IHT explained that the targets were cohort specific. The targets of each child were reviewed to ensure challenge and aspiration. Staff were also more aware of the exam criteria and expectations which helped when setting targets.

Following a Governor question, the IHT confirmed that there was a detailed and structured transition in place for children moving from Y2 to Y3 with continued dialogue between the respective members of staff.

A Governor noted the difference in the number of children who were of concern in Y2 (7) and in Y1 (15) and whether this impacted upon targets. The IHT noted that this did impact on targets and highlighted the importance of analysing the different groups within each year group. The School had a higher proportion of children with EHCPs compared to both Barnet and national but also achieved better than children with EHCPs across Barnet and national.

This was also dependent on the identifiable need.

Copies of the Infant School Development Plan, tabled at the meeting, were received and noted by Governors.

A Governor asked if the date/version number could be added to each update to make it easy for Governors to follow. The IHT agreed to add this.

**Action: IHT**

Governors were asked to submit any comments or questions to the IHT. This would also be discussed at the Strategy Committee.

The IHT was thanked.

#### 16/104 **JUNIOR SCHOOL TARGETS SETTING**

Copies of the Junior School Targets Setting, circulated prior to the meeting, were received and noted by Governors.

Comment and questions were welcomed.

Governors joined in noting the impressive targets for Y5. The DHT re iterated that the cohort were high achievers and very motivated to learn. The JHT added that the School had set the most challenging targets possible.

Governors were reminded that there were some children who left at the end of Y5 and therefore the results may not be the same in Y6. She added that the assessment framework may also change, with the current use of an interim one.

It was re-iterated that the key principle was for each child to make the best progress with the most challenging expectation placed upon them.

The JHT was thanked.

## 16/105 **COMMITTEE REPORTS**

### **a. Premises and Health and Safety**

A meeting had been held on 10 October 2016, copies of the minutes were tabled at the meeting.

A correction to the name of the William Pears Foundation was noted. Tim Jackson had been elected as Chair. A letter had been sent to all London swimming providers asking them to register an interest if they wished to provide non-school hours swimming use.

### **b. Safeguarding**

A meeting was scheduled for 18 November 2016. All safeguarding issues were in hand.

### **c. Finance**

A meeting had been held on 11 October 2016, minutes of which had been circulated with the agenda.

The Chair of the committee provided an update. She noted that the Financial Management Policy had been circulated the previous evening. This policy required ratification for the SFVS, which was a set of 23 questions that needed to be completed and submitted to the LA.

The FMP had been discussed at the Finance committee, a responsibility delegated to them.

The Chair of the committee noted the caveats: the leases to the Infant School needed updating; a change of the name to Sapna Shah, add the Whistleblowing Policy.

A Governor noted that the document included an itemised table of how much it was to hire parts of the School, and enquired about the cost of hires that used different parts of the School. The JHT noted that these were charged on a case by case basis depending on longevity of arrangement.

Following a Governor question, the IHT clarified that with the introduction of the 30 hours nursery provision, the School would not need to change its practice as the 30 hours did not need to be supplied by one provider.

Subject to these caveats, Governors **RATIFIED** the Financial Management Policy.

Following a Governor question, it was clarified that the 9 iPads that were stolen during the summer holiday were being processed through the insurance.

The School were also in discussions with Absolute catering to discuss different cashless systems and cheaper versions. They were in the process of retrieving some money back from the contractors. Another meeting was scheduled for 21 November.

#### **d. Curriculum**

A meeting date would be arranged.

#### **e. Communications and Community Engagement**

A meeting date would be arranged. The Chair of committee noted that she had sent a message to the community using the Hampstead Garden Suburb circulation list to notify them of the fireworks evening. An email would also be sent about the Winter Fair.

#### **f. Personnel**

A meeting had been held on 14 October 2016, minutes of which had been circulated to Governors and tabled at the meeting.

It was noted that some Infant and Junior TAs that had been affected by the Unified Reward and had received noticed pay cuts from April 2018 had appealed to the Unified Reward Team.

A Governor enquired into whether there was any action that Governors could take to support the members of staff.

The Headteachers noted that there was not much information available currently and that when they had received any Governors would be updated.

This would be added to the Strategy Committee discussion.

***Action: Strategy Committee***

#### **g. Strategy Committee**

A meeting was scheduled for the following week. This would discuss such items as the Schools' development plans (SDPs), Self-Evaluation Forms (SEFS) and the Academies agenda.

### **16/106 GOVERNOR VISITS LOG**

Laura Pincus thanked all Governors who had informed her of their visits and the log had been circulated.

The files were available in the School office for Governors to sign when completing a visit.

Governors noted the benefits of school visits and the supportive role this played. It was noted that Governors could come into classes to observe a subject even if this was not being undertaken by the subject lead.

Laura Pincus noted that she had made cookies with the Dolphin class on 11 November which she found very enjoyable.



Sapna Shah informed Governors of her visit where she spoke to Deborah Silberstein about Maths and Pupil Premium. She had been impressed with the level of depth that had been undertaken drawing links with Pupil premium. She noted that a middle group had been introduced in Y6 to try and encourage lower achieving students and this had already had an impact. She was able to gain an insight into both the subject and Pupil premium.

The IHT agreed to circulate dates for the Christmas productions.

**Action: IHT**

Governors were asked to email the office and confirm their attendance at these various events.

**Action: Governors**

The JHT reminded Governors of the Whole School meeting scheduled for 14 December at 1.45pm; the focus of the meeting would be on promoting reading.

#### 16/107 **CHAIR'S CORRESPONDENCE**

The Chair had not received any further correspondence.

#### 16/108 **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 Clerk commended the various training available to Governors and directed them to the webpage.

The Headteachers had attended training on the *Strategic Management of the School Premises* on 3 November 2016.

Harriet Bloom had attended training on the *Role of the Curriculum Committee* on 8 November 2016.

#### 16/109 **ANY OTHER BUSINESS**

##### **Bonfire night**

Governors wished to formally thank the PA for organising the bonfire night.

A Governor enquired into the possibility of supporting teachers who worked at the events with their children; helping with costs of activities for example.

The IHT noted that this was part of teachers' directed time; (which also included time allocated for INSET days, consultation evenings and school events).

Governors agreed that it was important to reach a balance and asked Katie Fearn to discuss this further with the PA.

**Action: Katie Fearn**

Staff reiterated their appreciation for the PA and would continue to show their support for activities.

16/110 **DATES OF COMMITTEE MEETINGS**

All committees who had met were thanked. Any committee which had not were advised to do so when necessary.

16/111 **DATES OF GOVERNING BODY MEETINGS**

- Spring 1: Wednesday 18 January 2017. This would be at 5pm following the Curriculum Tea which started at 3.45pm.
- Spring 2: Wednesday 15 March 2017
- Summer 1: Wednesday 10 May 2017
- Summer 2: Wednesday 5 July 2017