

THE GOVERNING BODY FOR BROOKLAND INFANT AND JUNIOR SCHOOLS
MINUTES OF THE MEETING HELD AT THE SCHOOL ON WEDNESDAY 18 JANUARY
2017

MEMBERS

LA GOVERNOR

*Sapna Shah

PARENT GOVERNORS

*Laura Pincus (Infant)

*Sara Wolfen (Junior)

HEADTEACHERS

*Brenda McCafferty (Infant Headteacher)

*Jenny Ayles (Junior Headteacher)

NON-VOTING OBSERVERS

*Amy Simpson (Infant DHT)

*Shirley Bates (Junior DHT)

*denotes member present

STAFF GOVERNOR

Vacancy (Infant Support)

CO-OPTED GOVERNORS

Simon Greenhouse (Junior Teacher)

*Emma McCabe (Infant Teacher)

*Mark Leibling (Chair)

Rachel Beard

*Christine Rafferty

*Farnoush Bikdeli (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

17/1 WELCOME

The Chair welcomed all Governors to the meeting. Governors noted the success of the Curriculum Tea.

17/2 ACCEPTANCE/ NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE

Apologies were received and accepted on behalf of Rachel Beard and Simon Greenhouse.

The Chair informed Governors that Phil Mulvihill had resigned as Governor. Governors joined the Chair in recording their gratitude to Phil Mulvihill and all her contributions to both schools.

A Staff Governor- Infant Support election would need to be held.

The Clerk agreed to send the IHT the necessary paperwork.

Action: Clerk

17/3 DECLARATION OF PECUNIARY INTERESTS

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

17/4 PART I MINUTES OF THE MEETING HELD ON 16 NOVEMBER 2016



The Part I minutes of the meeting held on 16 November 2016, copies of which had been circulated prior to the meeting, were **CONFIRMED**, initialled and signed by the Chair, subject to the following amendments:

P8 16/105 **Committee Reports, (f) Personnel**: It was clarified that some TAs had appealed against the pay cuts resultant from the Unified Reward programme.

P9 16/106 **Governor Visits Log**: The focus of the Whole School meeting had been Reading.

17/4 **MATTERS ARISING**

16/98 **Presentation: Academy Programme**: Governors noted the actions allocated to Jodie Semp Blaskey. The Chair agreed to follow these up.

Action: Chair

16/98 **Presentation: Academy Programme**: Laura Pincus had circulated some information on Teaching Schools. The JHT added that Teaching Schools were not currently being set up in London, with a focus on other areas.

16/102 **Matters Arising, 16/80 Annual Review of Committee structure, membership and Terms of Reference**: The Chair confirmed that he had received the updated Terms of Reference from each committee.

16/102 **Matters Arising, 16/81 Annual Register of Business Interests**: Farnoush Bikdeli agreed to check with the school office to ensure there were no outstanding forms.

Action: Farnoush Bikdeli

16/102 **Matters Arising, 16/87 Chair's Correspondence**: The Headteachers confirmed that a map detailing the one way system had been added to the newsletters.

16/102 **Matters Arising, 16/87 Chair's Correspondence**: Katie Fearn was thanked for her draft design of the banner.

16/102 **Matters Arising, 16/88 Report of the Director of Education and Skills, 2. Governance Self- Evaluation Audit Tool**: Sapna Shah confirmed that the Audit had been submitted to the Local Authority (LA) and she was awaiting feedback.

Governors thanked Sapna Shah and Katie Attwood for all their work on the Audit.

16/105 **Committee Reports, (f) Personnel**: The IHT explained that the Schools were awaiting confirmation of a date for the Unified Reward team to attend the Schools for an Appeals meeting.

The Headteachers had been asked to undertake various checking exercises with data used to issue new contracts. However this could not be completed until after such meetings.

Following a Governor question, Tim Jackson noted that he had had no further correspondence from M Freer.

16/109 **Any Other Business, Bonfire Night**: Katie Fearn confirmed that she had spoken to the IHT regarding support for teachers with children when attending after school events.

17/5 **HEADTEACHERS' REPORTS**



Infant School Report

Copies of the IHT Report, circulated prior to the meeting, were received and noted by Governors.

Comment and questions were welcomed.

Attendance: In the Autumn term, attendance was 94.69% and without Religious Observance, it was 96.2%.

Following a Governor question, the IHT explained that the School currently had three families with a CAF and one Child in Need.

A CAF was defined as Common Assessment Framework. This was used if a family required extra support; the lowest level of social support that did not require interference from social service. All actions for the particular family were incorporated into a CAF which those involved met to discuss. The IHT added that the school was often noted as the lead body in CAFs although all actions may not sit with the school.

Following a Governor question, it was confirmed that all CAFs were recorded centrally with the LA.

There had been no official complaints made to the School, no exclusions or cases of racial harassment.

Outcomes for Pupils: Pupil progress meetings had been carried out in the Autumn term to discuss the progress in reading, writing and maths with class teachers, HT and DHT and the FS Leader or KS1 Leader. The focus of these meetings had been on the progress made by disadvantaged children and those at risk of under achieving, as well as discussion on provision for more able children. Targets for Y1 and Y2 had been set subsequently.

The Attainment and Progress data were tabulated in the document.

A Governor enquired into the number of children identified as having a SEN and how the 80 of 318 children, 25.2%, compared to the previous year.

The IHT noted that this number was slightly higher.

Following a Governor question, the IHT noted that the School were waiting for two more EHCP applications to be submitted. She added that she and the Inclusion Leader had had the opportunity to sit on a panel to decide whether ECHPs from other schools should be approved.

This had provided great professional development and highlighted the level and type of evidence that would need to be included when the School were making their own submissions.

The IHT highlighted the work being undertaken by the new Inclusion Leader, with intervention groups and new initiatives being set in motion. Governors wished to extend their gratitude also.

Following a Governor question, the IHT explained that the fire drill recorded referred to the time it took for everyone to be out of the building. Fire drills were scheduled for three times per year: one was planned; one was unplanned; one had an obstacle.

A Governor enquired into why the Y1 leaver had not been included in the report. The IHT explained that the reports were written in a retrospective manner, thus referring to the previous term.

Following this, a Governor asked how long it took for a pupil vacancy within the School to be filled.

The IHT explained that in Y2 there were 91 children on roll, with one leaver, this was not going to be filled.

She added that whilst another pupil place had become available, the Educational Welfare Officer (EWO) had instructed the School not to fill the place yet.

A system called SAM was used which allowed schools in Barnet to review children on the waiting list, with the responsibility of each school to update it with their own vacancies.

The IHT highlighted that the School needed to ensure that a respective leaver had obtained a place in another school, was moving abroad or was subject to specific circumstances before a place was advertised; a child could not be left as 'missing'.

A Governor asked if it was possible to include some sort of mechanism within the reports for explanations of acronyms, for example footnotes.

The Chair noted that a glossary of terms had been produced previously. He agreed to update this with any new terminology and circulate.

Action: Chair

The IHT was thanked for her detailed report.

Achievement Review and Target Setting Report 2016

Copies of the Achievement Review and Target Setting Report 2016, circulated via email prior to the meeting, were received and noted by the Governors

A Governor questioned the utility of the comparison made in the document.

The IHT noted that schools remained in a transition period which made it more difficult to make comparisons.

It was suggested that more useful comparisons could be drawn from national data and with schools within the Infant Partnership.

Junior School Report

Copies of the JHT Report, circulated prior to the meeting, were received and noted by Governors.

Comment and questions were welcomed.

Attendance: Overall attendance for the Autumn term was 95.33%. Authorised absence was 4.08%; unauthorised absence was 0.59%; absence due to religious observance was 1.68%; without religious observance, attendance was 97%.

Outcomes for Pupils: Target setting had been completed for all pupils with Fischer Family Trust data used to inform the Y5 2018 and Y6 2017 targets. Targets and individual teacher assessments had been used to inform discussion in pupil progress meetings with each year group.

Pupil Premium: The current number of pupils eligible for Pupil premium was 77, with funding at £106,020. Over the Autumn term, the funding was used to carefully plan and cater for specific interventions based on pupil needs which were identified in pupil progress meetings and INSET time.

A comprehensive review of pupil premium provision had commenced with staff beginning to work through an audit in order to share responsibility for and ownership of pupil premium provision.

The School currently had 34 children with an identified Special Educational Need, including five with a Statement or EHCP and four who the School were in the process of applying for EHCPs.

Following a Governor question, the JHT explained that *Additional needs* were defined as a child requiring more help in a particular area. A *Special Educational Need* referred to a defined, specific need; where an evident barrier to the child's education existed. She added that there was a defined list as part of the SEN Code of practice with new ways of categorising recently introduced.

It was clarified that this did not include more able students.

The School had 37 children on the wellbeing monitoring list and 20 on the concerns list, including four children with current CAFs led by the School; two further CAFs being closed and one opening. There were two CIN and no LAC.

Following a Governor question, CIN was defined as Children in Need. Once a referral by the school had been made, it was the responsibility of social services to make the respective classification. The HTs would also be advised on whether to involve the parent in the initial concern; usually dependent on the level of risk to the child involved.

She added that CIN had regular meetings with targets set.

There had been two incidents of racial comments recorded. There were no serious behaviour of bullying incidents.

A Governor challenged the JHT as to how these racial comments had been addressed.

The JHT explained that such incidents were reported to the SLT who were charged with resolving the issue. This would often involve an understanding of the reasoning behind the comment with appropriate follow up action taken involving the specific children, whole class activities or assemblies. A formal record would also be kept.

Following a Governor question, the Headteacher explained the importance of the Attachment Theory, noting that staff were receiving training on how to understand it and identify key indicators.

A Governor asked if the attachment identifying the dates of the school based INSETs could be re-circulated.

Action: Farnoush Bikdeli

A Governor asked if a table, as used in the IHT report, identifying the number of children on roll by year group, could be included.

Action: JHT

A Governor raised slight concern that there were no pupils on the waiting lists for KS2 places in the area currently.

The JHT shared this concern, highlighting the importance of the school census which was the main indicator for funding received by a school.

The IHT added that two weeks before the census, the administrations did not allow children to leave one school to go to another.

A Governor asked for clarity on the difference between the PE grant and the Olympic grant. The JHT explained that the Olympic grant no longer existed and that the School had the PE grant for another three years. Information on what the grant was used for and the impact of it was outlined on the School website.

A Governor highlighted the fantastic and extensive level of PE that was currently available and Governors joined her in expressing their appreciation and gratitude for all the work that was being put into the PE provision.

The JHT added that a quote had been received for the lighting in the playground to allow for sports activities after school. This would be discussed at the next Finance Committee meeting.

Action: Finance Committee

The JHT was thanked for her informative report. The JHT wished to record thanks to the members of the SLT who contributed to the relevant sections of the report.

Achievement Review and Target Setting Report 2016

Copies of the Achievement Review and Target Setting Report 2016, circulated prior to the meeting, were received and noted by the Governors.

Harriet Bloom, Mark Leibling and Shirley Bates had had an in depth discussion on the report the previous day which had been very useful. A similar meeting would be scheduled in the Infant School.

It was suggested that the Governors receive some sort of briefing on how to look at data to help with general competence.

It was noted that Learning Network Inspectors had attended Governing Body meetings previously to undertake such a task.

The utility of having a summary alongside the data was noted. This would allow Governors to see the actual travel of the children, gaining a greater understanding of what progress meant for each child; how the school reached that conclusion and actions in place.

Junior School Self Evaluation Summary

Copies of the Junior School Self Evaluation Summary, circulated prior to the meeting, were received and noted by the Governors.

17/6 STAFF GOVERNORS' REPORTS

Amy Simpson noted that S Kemp had joined the Y1 team and had settled into the role very well.



The progress meetings had been undertaken well with a greater emphasis on the child's work rather than just data. The IHT added that with the removal of levels, staff had been given the opportunity to use their professional judgements and in depth knowledge of each child. It was noted that it was still difficult to quantify by number.

Shirley Bates noted that book monitoring had been undertaken in the Junior School and it was the best set of books they had seen for many years.

The plays in both the Infant and Junior schools were praised by the Governors.

Governors wished to record their gratitude to the members of staff who had taken on extra responsibilities recently, stepping into new roles.

17/7 COMMITTEE REPORTS

a. Premises and Health and Safety

Minutes of the meeting held on 8 December 2016, circulated prior to the meeting, were received and noted by Governors.

A correction was made: Simon Greenhouse was not in attendance.

The Chair of the committee noted that the schools were hoping to receive some money for modernisation as well possible funding for the Nursery and swimming pool.

The IHT added that she had contacted A Dawes at the LA with suggestions on classrooms and plan details and was waiting to hear back.

It was suggested that rooms could be added to the Nursery, for example a sensory room.

It was noted that the LA had agreed to pay for the boilers in both schools.

b. Safeguarding

Minutes of the meeting held on 18 November 2016, circulated prior to the meeting, were received and noted by Governors.

Anna Black and Laura Pincus were scheduled to review the Audit which was currently with SLT.

The School had investigated pricing of installing a blue button; a second alarm system for a separate evacuation. The costing had been too high and so the Infant School was looking into installing phone lines in all the classrooms that could allow for more synchronization.

c. Finance

Minutes of the meeting held on 21 November 2016, circulated via email prior to the meeting, were received and noted by Governors.

The committee were awaiting more information about the swimming pool.

The cashless system was set to be trialled in the Junior School in the following week, which Absolute had agreed to fund.

The committee was scheduled to meet this week to discuss the SFVS.



d. Curriculum

Minutes of the meeting held on 9 December 2016, circulated prior to the meeting, were received and noted by Governors.

The committee had discussed SATs data as well as the effects of SEN, disadvantaged and children with EHCPs and what actions the schools were taking.

e. Communications and Community Engagement

Minutes of the meeting held on 13 December 2016, circulated prior to the meeting, were received and noted by Governors.

Harriet Bloom was to start the Walking Bus again. HTs agreed to include a note on this in the school newsletters.

Action: HTs

Some communication work had been undertaken with the residents on the Hampstead Suburb list which continued to be helpful.

It was suggested that a new yearly event be introduced, similar to the Curriculum Tea, but involving pupils.

A date would be organised for Governors to have lunch with the children.

Action: HTs/Governors

f. Personnel

Minutes of the meeting held on 1 July 2016 and 14 October 2016, circulated prior to the meeting, were received and noted by Governors.

A Governor enquired into whether there were courses available on Headteacher Assessment and Appraisal.

g. Strategy Committee

The Chair of committee agreed to circulate the minutes from the previous meeting.

Sapna Shah left the meeting.

h. Headteacher Performance Committee

Both HT Performance Reviews had been completed in December as required.

17/8 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.

There had been several visits undertaken at the end of the year.

It was agreed that Farnoush Bikdeli would become the Modern Foreign Language Governor.

The IHT noted that the School was expanding its meetings to include the 'Children's Voice'. This would form a similar forum to the Whole School meeting used in the Junior School. It could be used as an evaluation tool to gain first-hand knowledge of how subjects were being received by the children.

The next meeting was scheduled for 1 March at 11.30am. Governors were welcome.

Laura Pincus informed Governors of her visit as D&T Governor.

Amy Simpson and Sapna Shah had met to discuss Pupil Premium.

Anna Black had visited both schools to review PE.

Harriet Bloom and Emma McCabe had both attended the Whole School meeting.

Chris Rafferty had taken an assembly in the Infant school on local history.

17/9 **CHAIR'S CORRESPONDENCE**

The Chair had not received any further correspondence.

17/10 **REPORT OF THE DIRECTOR OF EDUCATION AND SKILLS, SPRING 2017**

<https://www.barnet.gov.uk/wwc-home/information-for-schools/school-governors/meetings-and-reports.html>

The Clerk provided Governors with a brief overview of the Director's Report, noting the areas for Governor action.

1. **Family Friendly Barnet and Resilience:** The vision was focused on making Barnet an even better place to live for all families. The strategy to achieve this was to focus on developing families' resilience, which evidences tells, is pivotal to delivering the best outcomes for children and young people.

Schools play a central role in promoting resilience in relation to both poverty and family difficulties. This can relate to factors such as academic stimulus, support by teachers, learning opportunities and access to friends and peers.

For more information about the Barnet vision please see the Children and Young People's Plan:

<https://www.barnet.gov.uk/dam/jcr:d2bb54cc-5085-4fae-81b6-1ee1179f0fd3/Children%20and%20Young%20People%20Plan%202016-20%20final.pdf>

Governors noted this information.

- 2. Governance Self-evaluation Tool:** A number of key themes emerged from the audits received, including the need for formal succession plans; greater involvement in driving school improvement through the SIP and SEF and; the importance of ensuring that all Governors undertake continuous professional development.

Governors noted that their Self Evaluation had been submitted and were awaiting feedback.

- 3. School Attendance: Update for Governing Bodies:** The update contained information on the importance of school attendance and why it was a priority for Barnet. The various ways that effective schools could promote good attendance were outlined.

Governors could support leaders in promoting good attendance by setting an example through their attendance at meetings; promoting the importance of good attendance in discussions with parents and children; supporting the school's policies and; having a thorough understanding of what the school was doing to tackle poor attendance.

Governors noted this information. Attainment continued to be discussed in the HT reports and at the various committees.

- 4. Progress Report on Barnet with Cambridge Education partnership:** The report provided information on the progress of the partnership since commencement, the 100-day reviews as well as the changes arising from these reviews.

Governors noted this information.

- 5. Barnet with Cambridge Education: Update on Governing Body Clerking:** The new proposals for future clerking arrangements were outlined.

Schools would be asked to complete their 'Buy Back' forms as soon as possible and in any event by 1st April 2017 in order to allow for proper resource planning.

This would be discussed in the Strategy committee meeting.

- 6. Update on School Funding:** The Government had announced a number of proposals for changes to school funding, including plans to introduce a national funding formula for schools. Brief updates on: Barnet school budgets 2017/18; Barnet school budgets in 2018/19 and 2019/20 and; Education Service Grants were included.

Governors noted this information.

- 7. Early Years Update: 30 Hours Childcare:** Currently, all 3 and 4 year olds are entitled to 15 hours free Early Education. From September 2017, eligible children will be entitled to an additional 15 hours.

The new entitlement to 30 hours free childcare was intended to support working parents with the cost of childcare and enable them, where they wish, to return to work or work additional hours.

Schools and settings were not obliged to offer the 30 hours and could continue to offer 15 hours. However the funding rate for 3 and 4 year olds was increasingly shortly and some schools may want to take this opportunity to consider reconfiguring or extending their early years offer to ~~with~~ attract more families into their early years provision or to encourage nursery pupils to take advantage of the additional hours. *either*

The IHT noted that the School was exploring its options and highlighted the importance of filling Nursery places. It would also be discussed with the Infant Partnership and Debra Davies would be advising.

8. **Governor Information to be published on Edubase:** In November 2017 the DfE reported that only 38% of schools had registered their Governors' details on Edubase. Governing Bodies were reminded that it was a statutory duty to submit this information.

The IHT confirmed that all information was complete on Edubase.

9. **Ofsted Annual Report: Governance overview:** Sir Michael Wilshaw's final report as Her majesty's Chief Inspector of Schools was published at the beginning of December and can be found at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/574186/Ofsted_annual_report_education_and_skills_201516_web-ready.pdf

It contained a short section on governance, which identified weak governance as being commonly at the root of school failure and which sees changes in education making governance even more important in the coming years.

Governors noted this information.

10. **Improving Governance:** Governance arrangements in complex and challenging circumstances: Ofsted's last report on school Governance was *School Governance: Learning from the Best*, published in 2011. It has now looked again at schools that exhibit high quality governance, to identify features that can provide models for others.

The new report makes recommendations to Governing Bodies to:

- Ensure clarify of roles and responsibilities and lines of accountability for governance
- Publish information about governance on the school website
- Ensure that they have a robust review method in place to assure themselves that the board is effective
- Secure professional support and governor training as needed to ensure effective governance.

Governors noted this information.

11. **Governance Handbook Update:** The Governance Handbook, produced by the DfE is a valuable resource to support Governors in their role. It provides guidance for Governing Bodies in local authority maintained schools and Board of trustees in academies and free schools.

The updated^d version can be found at
<https://gov.uk/government/publications/governance-handbook>

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Governors noted this information.

17/11 GOVERNOR SUPPORT AND DEVELOPMENT, AND REPORT OF THE LINK GOVERNOR

<https://www.barnet.gov.uk/wwc-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.

Governors were asked to inform Farnoush Bikdeli of training attended to be logged.

Sara Wolfen and Laura Pincus had both attended training on the Virtual School, *and attachment theory.*

17/12 ANY OTHER BUSINESS

Katie Fearn reminded Governors of the Spring Event (Quiz Night) scheduled for 11 March.

17/13 DATES OF COMMITTEE MEETINGS

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

The following committee meetings were scheduled:

Finance committee: 20 January 2017

Safeguarding committee: 24 March 2017

Premises committee: 9 February 2017

Curriculum committee: 28 February 2017

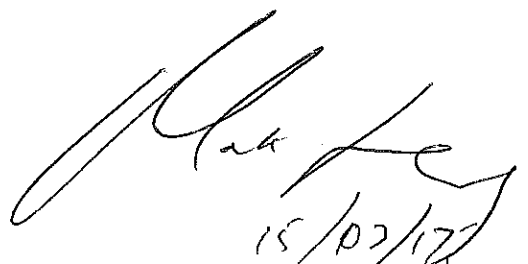
Personnel Committee: Russell Caller agreed to email Governors to arrange a meeting date.

17/14 DATES OF GOVERNING BODY MEETINGS.

- Spring 2: Wednesday 15 March 2017 in the Infant School

Tim Jackson sent his apologies for this meeting in advance.

- Summer 1: Wednesday 10 May 2017 in the Infant School
- Summer 2: Wednesday 5 July 2017 in the Junior School



15/02/17