

**GOVERNING BODY FOR BROOKLAND INFANT AND JUNIOR SCHOOLS**  
**MINUTES OF THE MEETING HELD AT THE SCHOOL**  
**ON WEDNESDAY 21 JANUARY 2015**

**MEMBERS**

**LA GOVERNOR**

\*Emma Howard

**STAFF GOVERNOR**

\*Phil Mulvihill (Infant Support)

**PARENT GOVERNORS**

\*Alexandra Taylor-Yeates (Infant)

\*Laura Pincus (Infant)

\*Karen Tickner (Infant)

\*Mark Leibling (Junior) (Chair)

\*Anna Black (Junior)

\*Sara Wolfin (Junior)

**CO-OPTED GOVERNORS**

\*Simon Greenhouse (Junior Teacher)

\*Emma McCabe (Infant Teacher)

1 Vacancy (Junior Support)

\*Katie Attwood (Vice Chair)

\*Rachel Beard

\*Christine Rafferty

Rebecca Simon

1 Vacancy

**HEADTEACHERS**

\*Brenda McCafferty (Infant Headteacher)

\*Jenny Aylen (Junior Headteacher)

\*denotes member present

**NON-VOTING OBSERVERS**

\*Shirley Bates (Junior DHT)

\*Amy Simpson (Infant DHT)

**IN ATTENDANCE**

Mr George Peradigou – Clerk

**PART I**

15/01 **WELCOME**

The Chair welcomed Governors to the meeting and thanked those who had attended the curriculum tea which had preceded it.

15/02 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted on behalf of Rebecca Simon.

The Chair reminded Governors that, due to reconstitution, Erach Amaria was no longer an LA Governor. He also reminded Governors that Mr Amaria was unwell. The Clerk confirmed that he had written to Mr Amaria explaining the situation regarding reconstitution and wished him a speedy recovery.

Governors noted that Staff Governor, Maria Chapman, had resigned from the Governing Body. They joined the Chair in recording thanks to her for her valued contribution to the Governing Body.

#### 15/03 **DECLARATION OF PECUNIARY INTERESTS**

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

#### 15/04 **GOVERNING BODY RECONSTITUTION**

The Clerk reminded Governors of the requirements which needed to be met in order to reconstitute the Governing Body by 1 September 2015, as was the statutory obligation. Governors noted that the Governing Body could be no smaller than seven members and had to include:

- i. At least two Parent Governors
- ii. The Headteacher(s), unless resigned as a Governor
- iii. One, and only one, Staff Governor
- iv. One, and only one, Local Authority Governor
- v. As many Co-opted Governors as the Governing Body considered necessary. However, the number of Co-opted Governors eligible to be elected or appointed as Staff Governors could not, when counted with the one Staff Governor and the Headteacher(s), exceed one-third of the total membership of the Governing Body.

Governors discussed reconstitution options in detail and the following proposed reconstitution was reviewed by the Governing Body:

- |                     |  |
|---------------------|--|
| LA Governor:        | 1. Emma Howard   |
| Parent Governors:   | 1. Laura Pincus (Infant)<br>2. Alexandra Taylor-Yeates (Infant)<br>3. Karen Tickner (Infant)<br>4. Anna Black (Junior)<br>5. Mark Leibling (Junior)<br>6. Sara Wolfin (Junior)                               |
| Headteachers:       | 1. Brenda McCafferty (Infant)<br>2. Jenny Aylen (Junior)   |
| Staff Governor:     | 1. Phil Mulvihill (Infant Support)   |
| Co-opted Governors: | 1. Simon Greenhouse (Junior Teacher)<br>2. Emma McCabe (Infant Teacher)<br>3. 1 Vacancy (Junior Support)<br>4. Katie Attwood<br>5. Rachel Beard<br>6. Christine Rafferty<br>7. Rebecca Simon<br>8. 1 Vacancy |

A discussion ensued regarding the process for managing appointments for the one Staff Governor position and the three Co-opted Governor positions reserved for members of staff. It was **AGREED** that an informal election process would be co-ordinated by the relevant School when a Co-opted Staff Governor vacancy had arisen and that, as per statutory requirement, a Staff Governor election would be arranged by the Infant School when the one Staff Governor position became vacant.

Upon a show of hands it was resolved that the proposed reconstitution be **RATIFIED**.

#### Consideration of Appointment of Mark Leibling as a Co-opted Governor

It was noted that Mark Leibling's term of office was due to end on 1 March 2015. Following a lengthy discussion, it was **AGREED** that his appointment as a Co-Opted Governor be postponed and that a Parent Governor election would be arranged. He informed Governors that he would consider whether to nominate himself in the election or possibly wait until the next meeting when the Governing Body could reconsider his appointment as a Co-Opted Governor.

Action: Junior Headteacher and Clerk

#### 15/05 **MINUTES**

The Part I minutes of the meeting held on 13 November 2014, copies of which had been circulated prior to the meeting, were checked for accuracy. They were **CONFIRMED**, initialled and signed by the Chair, subject to the following amendments:

#### **14/110 Matters Arising: 14/95 Education and Skills Director's Report to Governors: School Improvement**

In the first paragraph, 'knowledge sharing' was amended to read 'sharing of practice'.

#### **14/111 Assessment Data Analysis 2013-14: Junior School**

In the second paragraph, 'Interim Deputy Headteacher' was amended to read: 'Acting Deputy Headteacher'.

#### **14/118 Governing Body Reconstitution**

The final paragraph was amended to read: The proposed reconstitution was approved subject to final discussion at the next Governing Body meeting.

#### **14/119 Any Other Business: Barnet Services**

The section was amended to read: 'The Chair reminded Governors about the reduced capacity of education services within the LA which would result in restricted support to schools. He referred back to the Education and Skills Directors report reviewed at the previous meeting which outlined the alternative service delivery models which the LA was considering'. It was

noted that, when consulted, the Schools had opted for the Social Enterprise model. Governors noted that consultation was ongoing and that the School had to respond by the end of the month. Governors noted their concerns as it was felt that no option was desirable.

#### **14/119 Any Other Business: Admissions for Children of Staff**

The final sentence of the first paragraph was amended to read: '...A wide discussion took place and Governors expressed concerns that this might result in a staff retention issue'.

### 15/06 **MATTERS ARISING**

#### **14/93 Annual Review of Committee Structure, Membership and Terms of Reference**

The Chair said he was still waiting the Personnel Committee's terms of references.

Action: Personnel Committee

#### **14/95 Education and Skills Director's Report to Governors: School Improvement**

The Headteachers explained that the LA had accepted their proposed School Improvement Partnerships. The Junior School had formed a loose partnership with Garden Suburb Junior School and Moss Hall Junior School. The Infant School had formed a partnership, which also required the commitment of some funds, with Garden Suburb Infant School, Moss Hall Infant School, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.

The Chair requested that the Infant School Headteacher inform the Finance Committee about the details regarding the commitment of funds for its School Improvement Partnership.

Action: Infant Headteacher

#### **14/98 Any Other Business: Policies and the School Website**

The Chair had previously requested that committees ensured that updated versions of policies within their remit be uploaded to the School website. He suggested that Laura Pincus, as Chair of the Communications and Community Engagement Committee, would oversee this.

Action: Chairs of Committees and Laura Pincus

Governors noted that new regulations had emerged which stated how often policies needed to be updated. The Headteachers confirmed that they had met and agreed on shared responsibilities related to who would update which policy. The four-year plan was due to be updated by the Headteachers.

Action: Headteachers

#### **14/114 Reports of Committees: Premises**

The Junior School Headteacher was pleased to announce that the School had secured additional disability funding amounting to £32,000 to install new

ramps for its external huts. She explained that the funding was subject to the condition that the ramps were installed by the end of March 2015. A discussion ensued regarding procurement. The Premises Committee Chair explained that quotes had been obtained.

#### **14/119 LA Delivery Model**

Governors were reminded that the School had opted for the social enterprise option during the LA's consultation on alternative service delivery models. It was noted that, following consultation, the LA had concluded that it would consider either the Joint Venture commissioning model or the Joint Venture ownership model. Governors expressed concerns that this was not representative of the preferred options indicated through the consultation process. The Governing Body **AGREED** to request the raw data of the consultation under a Freedom of Information request in order to determine how the conclusion was reached.

Action: Chair

#### **14/119 Admission for Children of Staff**

The Infant School Headteacher advised that the School did not have to adopt the LA's admissions policy for the nursery school. She said that the School could agree its own admissions policy which indicated its intent to prioritise children of staff who did not live within the School's catchment area. Governors said that there would need to be a limit on how many children to admit in this manner as well as criteria as to which type of staff this would apply to. It was **AGREED** that the matter be referred to the Communications and Community Engagement Committee to discuss.

Action: Communications and Community Engagement Committee

### 15/07 **HEADTEACHERS' REPORTS**

#### **INFANT SCHOOL HEADTEACHER'S REPORT**

Governors noted the information within the Headteacher's report, copies of which had been circulated prior to the meeting. Arising from the report:

##### **School Roll**

Governors noted the number of pupils on roll.

A Governor enquired as whether there were any concerns related to children who had left the Infant School. The Headteacher confirmed that reasons were valid and out of the School's control.

##### **Parent Questionnaire**

The Headteacher tabled a summary sheet showing the results from a questionnaire recently sent to parents.

Governors commended the high number of responses.

Upon analysing the responses, Governors expressed concerns about parents' perceptions of the School's homework. The Headteacher explained that the homework policy was being reviewed.

The Chair highlighted that, according to the questionnaire results, 12% of parents were unaware of what the Governing Body did. Governors expressed surprise given that the termly governors' newsletters always included a section related to Governance. The Chair referred this matter to the Communications and Community Engagement Committee for discussion and action.

Action: Communications and Community Engagement Committee

It was noted that almost 40% of parents felt that the School's managed learning environment (MLE) was not being used effectively. The Headteacher explained that the MLE was being reviewed with the intention of replacing it.

### **Fire Drill**

The Headteacher reported that a fire drill was conducted on 16 January 2015 and that the School was evacuated within 2 minutes 49 seconds. In response to a Governor's query, the Headteacher confirmed that fire drills were frequently practiced with obstacles included.

*Karen Tickner gave her apologies and left the meeting at this point.*

Governors joined the Chair in recording thanks to the Infant School Headteacher for her full and informative report.

### **JUNIOR SCHOOL HEADTEACHERS' REPORT**

Governors noted the information within the Headteachers' report, copies of which were tabled. Arising from the report:

#### **Incident Report**

Governors noted that a racist comment had taken place amongst pupils. In response to a Governor's question, the Headteacher confirmed that any homophobic or discriminatory comments or incidents were recorded. When questioned further, she explained that both pupils and lunch time supervisors were aware of the reporting process in place for such incidents.

#### **Obesity Week Competition**

The Headteacher was pleased to announce that a pupil had won a prize of £10,000 of school funding towards promoting physical activity for winning a national competition sponsored by Disney. She explained that the competition was based on obesity week and required participants to submit their meal plans and exercise routines.

Governors suggested that the news be published as a positive news story.

Action: Junior School Headteacher

## Events

Various events were noted, including the MacMillan coffee morning, for which Governors recorded thanks to the organisers.

The Parent Association (PA) had arranged a Winter Fair which had been successful and raised £6500 for the school which will be used to develop the playground. Governors recorded thanks to the PA.

## Fire Drill

The Headteacher reported that a fire drill was conducted on 15 January 2015 and that the School was evacuated in just under 4 minutes. When questioned, she explained the route used by the Junior School's pupils to reach the assembly point required more time. She said that the School was making efforts to improve this.

Action: Junior School Headteacher

## Exit Interviews for Leaving Pupils

Governors noted the number of pupils on roll. A Governor enquired as whether the School conducted exit interviews for pupils who were leaving the School. The Headteacher said that this was not the case.

Governors joined the Chair in recording thanks to the Junior School Headteacher for her full and informative report.

### 15/08 **INFANT SCHOOL SELF EVALUATION FORM (SEF)**

Governors noted the information within the Infant School SEF as presented by the Infant School Headteacher. Arising from the discussion:

It was noted that progress was slightly better for pupils with English as an additional language (EAL). Governors commended the Headteacher for increasing the level of progress for EAL pupils with the various interventions put in place. In response to a Governor's query, the Deputy Headteacher confirmed that while this was the case for progress, attainment remained higher for non-EAL pupils.

The Infant School Headteacher undertook to update the SEF according to the information obtained through the recent parents' questionnaire.

Action: Infant School Headteacher

### 15/09 **JUNIOR SCHOOL SELF EVALUATION FORM (SEF)**

Governors noted the information within the Junior School SEF as presented by the Junior School Headteacher. Arising from the discussion:

Governors enquired about the missing sections of the SEF. The Headteacher informed Governors that she was still in the process of completing the document.

A discussion ensued regarding the inclusion of a context section in the SEF given that the document for multiple purposes, one being to keep the Governing Body updated. It was **AGREED** that a context section be included.

Action: Junior School Headteacher

The Chair requested that any questions be sent to the Headteacher outside of the meeting.

## 15/10 **STAFF GOVERNOR REPORTS**

### **INFANT SCHOOL**

Infant School Staff presented their reports to Governors. Arising from the discussion:

- Support staff appraisals were ongoing and new members of staff had settled in to their new rolls well.
- An Information and Communications Technology (ICT) club had been arranged for staff on Tuesday events in order to improve their ICT skills and help further pupils learning. Governors recording thanks to the ICT Co-ordinator for arranging these sessions. In response to a Governor's query, the Infant School Headteacher confirmed that Junior School members of staff were welcome to attend the ICT Club.
- Staff explained that the Bonfire night event and Christmas assemblies had been a great success. Governors who had attended the events commended the School and commented on how well the events had gone.

### **JUNIOR SCHOOL**

Junior School Staff presented her reports to Governors. Arising from the discussion:

- A new mentoring process was in place for Newly Qualified Teachers (NQTs). Governors noted that Staff were confident in the School's mentoring processes, both formal and informal, and felt that this was a particular strength of the School.
- Staff were engaged in keeping up to date with the new curriculum and assessment criteria. Evening Insets had been ongoing with both internal and external trainers.
- New interactive whiteboards had been introduced and early signs indicated that they were enriching pupils' learning.
- An 'Investors in People' Assessor had spent two days in school in November 2014 interviewing staff. Governors were pleased to learn that the School had been reaccredited "with flying colours" according to the assessor.
- During literacy week, pupils had researched and produced their own information books. Parents were invited in to the School for pupils to read



their books with them. Staff had received positive feedback from parents indicating that they enjoyed being invited in to the School to participate in pupils learning.

## 15/11 REPORTS OF COMMITTEES

### **Premises and Health and Safety**

The committee minutes of the meeting held on 27 November 2014, copies of which had been circulated prior to the meeting, were received and noted by Governors. Arising from the discussion:

The committee had proposed to the Governing Body that the E-Safety Policy be moved to the Safeguarding Committee's remit. Upon consideration, this was **AGREED** by the Governing Body.

Action: Safeguarding Committee

It was noted that quotes were being obtained for a CCTV camera to be installed at the driveway barrier. When questioned, the Committee Chair explained that the need for this had become apparent when a driver had damaged the barrier and had driven away.

Governors were informed that the Infant School toilets and SEN huts required works for which funds had not been allocated.

The Committee Chair explained that gaps on either side of the turtle/penguin walkway were a hazard. He said that an innovative material, which would allow for drainage and yet resolve the hazard, was being sought.

Governors recorded thanks to the Site Manager and Caretaker Assistant for their hard work in maintaining the School premises.

### **Safeguarding**

It was noted that the committee had not met since the last Governing Body meeting and that a meeting would be scheduled in due course.

A discussion ensued regarding the role of the SEN Link Governor. It was **AGREED** that Christine Rafferty would pass on the role to a member of the Safeguarding Committee.

Action: Safeguarding Committee

### **Finance**

The committee meeting was held on Friday 16 January 2015. Copies of the minutes had not yet been circulated. The Chair of the Committee gave a verbal update. Arising from the discussion:

Governors noted that the committee had reviewed the budget, the School Financial Value Standards (SFVS), Pupil Premium spending, and reviewed the relevant policies.

In response to a Governor's query, the Chair confirmed that the catering contract was due for tender September 2015.

## **Curriculum**

It was noted that the committee had not met since the last Governing Body meeting and that a meeting would be scheduled in due course.

## **Communications and Community Engagement**

It was noted that the committee had not met since the last Governing Body meeting and that a meeting would be scheduled in due course.

## **Personnel**

It was noted that the committee had not met since the last Governing Body meeting and that a meeting would be scheduled in due course.

The Chair thanked committees for their reports and reminded Committee Chairs that all committee minutes should be sent to himself and the Clerk prior to Governing Body meetings.

### 15/12 **GOVERNOR VISITS LOG**

Laura Pincus confirmed that she had collated Governors' visit forms and had updated the visits log accordingly before submitting it to the Chair prior to the meeting. She invited Governors to contact her if they required advice on what to base their visits on.

A Governor requested that the Headteachers circulate the schedule for future Inset training.

Action: Headteachers

### 15/13 **CHAIR'S CORRESPONDENCE**

The Chair informed Governors that he had received no correspondence since the previous Governing Body meeting.

### 15/14 **EDUCATION AND SKILLS DIRECTOR'S REPORT TO GOVERNORS**

The Director's Report, a copy of which had been circulated with the agenda to all Governors prior to the meeting, was tabled and noted. Arising from the discussion:

#### **1. The School Information (England) Regulations 2008 – Information that Must Appear on Maintained School Websites**

A letter received by all Local Authorities from Nick Gibb MP (Minister of State for School Reform) was attached to the report. The letter outlined the information that had to appear on the websites of maintained Schools.

Regulations about information that had to appear on maintained school websites was located at: <https://www.gov.uk/what-maintained-schools-must-publish-online>

## 2. Safeguarding Audit Tool for Schools

The report stated that Ofsted was paying increasing attention to Safeguarding and that a number of schools nationally had received an adverse inspection judgement because of safeguarding concerns.

Schools had to have regard of any guidance issued by the Secretary of State under sections 157 and 175 of the Education Act 2002 in deciding what arrangements they had to make to comply with their duty. The latest guidance could be found at:

- [Keeping children safe in education](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/372753/Keeping_children_safe_in_education.pdf)  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/372753/Keeping\\_children\\_safe\\_in\\_education.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/372753/Keeping_children_safe_in_education.pdf)
- [Keeping children safe in education: information for all school and college staff](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/354151/Keeping_children_safe_in_education_Information_for_staff.pdf)  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/354151/Keeping\\_children\\_safe\\_in\\_education\\_Information\\_for\\_staff.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/354151/Keeping_children_safe_in_education_Information_for_staff.pdf)
- [Keeping children safe in education: childcare disqualification requirements - supplementary advice](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/362919/Keeping_children_safe_in_education_childcare_disqualification_requirements_-_supplementary_advice.pdf)  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/362919/Keeping\\_children\\_safe\\_in\\_education\\_childcare\\_disqualification\\_requirements\\_-\\_supplementary\\_advice.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/362919/Keeping_children_safe_in_education_childcare_disqualification_requirements_-_supplementary_advice.pdf)

The LA had updated its Safeguarding Audit Tool, which was attached, in accordance with recent concerns identified by Ofsted and were encouraging schools to complete it. In addition, it was advised that schools submitted their completed audits to the LA so that it could offer advice, support and, if necessary, training in any areas identified as weaknesses or gaps.

## 3. The new OFSTED Framework and Curriculum Expectations

The report explained that the new Ofsted Framework (September 2014) had a greater focus on the quality of the curriculum, with inspectors particularly looking for evidence of a broad and balanced curriculum.

Governors noted the other factors being considered by inspectors, including the promotion of Fundamental British Values, promoting tolerance of and respect for people of all faiths, and a balanced approach to religious education which was broadly Christian but, where required, took into account the teaching and practices of the other principal religions represented in Britain.

It was noted that there had also been much reference, in recent inspections, to school duties in regard to the Education Act.

#### **4. Promoting Fundamental British Value as Part of SMSC in Maintained Schools**

Governors noted the obligations of maintained schools, under section 78 of the Education Act 2002, to promote fundamental British values. Non-statutory advice produced by the Department for Education (DfE), which was attached to the report, was noted by Governors.

#### **5. The Role of the Governing Body in relation to Children Looked After**

The report explained that Local Authorities had a duty to safeguard and promote the welfare of a child looked after by them. This included a particular duty to promote the child's educational achievement. The government expected schools to take a proactive approach to discharge this duty.

Under the 2014 revised framework, Ofsted inspections would take account of the provision for looked after children in the school. Inspectors would consider how far the educational provision is closing the attainment and progress gap between looked after children and their peers.

Since 1 September 2009, governing bodies of all maintained schools were required (under the Children and Young Persons Act 2008) to appoint a designated teacher to promote the educational achievement of all looked after children on the school roll, to ensure that the designated teacher undertook appropriate training, and, as a minimum, consider an annual report from the designated teacher. Governors were also expected to ensure that looked after children are placed at the top of the oversubscription criteria for school admission.

#### **6. Essential Briefings: Governor's Responsibilities for Special Educational Needs (SEN)**

The report explained that the new Special Educational Needs (SEN) Code of Practice had come into force from 1st September 2014, stating that "There should be a member of the Governing Body or a sub-committee with specific oversight of the school's arrangements for SEN and disability (SEND)".

#### **7. Unified Reward**

The item updated Governors of community schools regarding changes to pay and grading arrangements and terms and conditions of employment that will affect their non-teaching staff.

A discussion ensued regarding the implications of this scheme to non-teachings staff at the school. Staff Governors informed the Governing Body that non-teaching members of staff were extremely concerned about possible salary reductions.

It was noted that discussions were ongoing with Unions and that it was unknown if impacted staff would be covered by pay protection.

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

Governors reported back on the courses they had attended. The Governor Development Programme was commended to Governors, who were urged to attend the governor training courses.

It was noted that Governors should inform the Training Link Governor about courses they had attended for her records.

15/15 **ANY OTHER BUSINESS**

**Data Volunteers**

The Chair commended the work done by the two data volunteers and recommended that their presentation on the School's data be brought to the Curriculum Committee. The Infant School Headteacher suggested that the presentation includes more of the Infant School's data.

It was noted that this would be considered in the near future whether to appoint the data volunteers as Associate Members to the Governing Body

**St. Theresa Ofsted**

Governors were informed about the lessons being shared about Safeguarding following the Ofsted inspection of St. Theresa's School. The Chair explained that Safeguarding processes needed to be in place and assured Governors that the Safeguarding Committee would be completing the LA's Safeguarding Audit tool as a precaution.

15/16 **DATES OF COMMITTEE MEETINGS**

The following committee meetings were arranged:

Premises, Health & Safety	To be announced
Finance	5 February 2015
Safeguarding	2 February 2015
Curriculum	To be announced
Communications	To be announced
Personnel	To be announced

15/17 **DATES OF GOVERNING BODY MEETINGS**

The dates of the following Governing Body meetings were confirmed as:

Spring (2): Wednesday 18 March 2015 at 6.30pm at the Infant School  
Summer 1: Wednesday 13 May 2015 at 6.30pm at the Junior School  
Summer 2: Wednesday 8 July 2015 at 6.30pm at the Junior School

15/18 **MOTION OF CONFIDENTIALITY**

It was resolved that, because of its nature, the business to be discussed was confidential and not for publication.

*Non-Voting Observers left the meeting at this point.*