

**THE GOVERNING BODY OF BROOKLAND INFANT AND JUNIOR SCHOOLS**  
**MINUTES OF THE MEETING HELD AT THE INFANT SCHOOL**  
**ON TUESDAY 27 MARCH 2018**

**LA GOVERNOR**

\*Sapna Shah

**PARENT GOVERNORS**

\*Laura Pincus (Infant)

\*Claire Rosen

**HEADTEACHERS**

\*Brenda McCafferty (Infant Headteacher)

\*Jenny Aylen (Junior Headteacher)

**NON-VOTING OBSERVERS**

\*Eleanor Furze (Infant DHT)

\*Shirley Bates (Junior DHT)

**IN ATTENDANCE**

Amira Nassr (Clerk)

**STAFF GOVERNOR**

\*Jenny Catley

**CO-OPTED GOVERNORS**

Simon Greenhouse (Junior Teacher)

Emma McCabe (Infant Teacher)

\*Mark Leibling (Chair)

\*Rachel Beard

\*Christine Rafferty

\*Farnoush Bikdeli (Junior Support)

\*Tim Jackson

\*Anna Black

Katie Fearn

X 2 Vacancies

**ASSOCIATE MEMBER**

\*Russell Caller

Katie Attwood

\*denotes member present

18/1 **Welcome**

The Chair welcomed all Governors to the meeting.

It was noted that Amy Simpson was returning from maternity leave shortly. Eleanor Furze was thanked for stepping up into the role of Acting Deputy Headteacher and her attendance at Governors' Meetings. Her contribution to the Governing Body was commended.

18/2 **Acceptance/Non- Acceptance of apologies for absence**

Apologies were received and accepted on behalf of Simon Greenhouse, Emma McCabe, Tim Jackson, Katie Fearn and Katie Attwood.

18/3 **Declaration of Pecuniary Interests**

There were none.

18/4 **Record of Governing Body presentations on 17 January 2018**

The Chair noted the presentations that Governors had received on 17 January on Maths and English (from both schools). The Governors had also approved the Schools Financial Value Standard (SFVS).

Governors were thanked for their attendance at the Curriculum Tea, which had been successful.

The Chair agreed to circulate the briefing notes from the meeting.

***Action: Chair***

**18/5 Minutes of the meeting held on 14 November 2017**

The Governors had a lengthy discussion to review the accuracy of the minutes. The Chair had written to the Local Authority to challenge the poor quality and value for money of the service. The School had received a refund subsequently and the clerk would no longer be used.

The Clerk made the necessary amendments to the minutes and agreed to send the final version to the Chair.

***Action: Clerk***

Subject to these amendments, Governors **APPROVED** the minutes.

**18/6 Matters Arising**

**17/75 Annual review of committee structure, membership and Terms of Reference:**

The Chair explained that the committee membership had been updated; Claire Rosen had been added to the Personnel Committee and Curriculum committee. Sapna Shah had been added to the Personnel Committee. Laura Pincus had also been formally added to the Finance committee.

The Chair agreed to circulate the final version.

***Action: Chair***

**17/76 Annual Review of Delegated Functions/Governors with specific responsibilities:** Claire Rosen agreed to take on the responsibility of Travel Liaison Governor.

**17/84 Approval of residential trips 2018:** Following a Governor question, the JHT explained that staff were exploring options for a Y6 post-SATs trip. Governors were reminded that this was the first year that a the residential trip for Y6 took place in the Autumn rather than the Summer but that the summer term was packed with activities and events for them.

**17/89 Any Other Business:** The HTs noted that they had not yet looked into the various companies who provided packages for school photographs.

**18/7 Ratification of Schools' budgets and traded services**

Governor attention was drawn to the budget summary, tabled at the meeting.

The Chair of the Finance Committee provided an overview. She noted that the committee had met on 26 March to discuss the Schools' budgets.

The importance of managing the budgets effectively to ensure stability for both Schools was highlighted; reviewed by the Finance committee each half term.

**Infant and Nursery School:** Total income for 2018/19 was expected to be £1,650,864 and total expenditure was budgeted at £1,671,312. This left an anticipated difference of £20,447, which when combined with the surplus from the previous year, left the School with a contingency of £25,962.

It was noted that Pupil Premium funds were £1,320, generating an income of approx. £63,000 in the year. These funds were allocated to teaching staff and support staff for intervention groups as well as for school trips. This continued to be aimed at closing the attainment gap between disadvantaged and non-disadvantaged pupils.

**Junior School:** Total income for 2018/19 was expected to be £1,804,854 and total expenditure was budgeted at £1,862,590. This left an anticipated difference of £57,736, which when combined with the surplus from the previous year, left the School with a contingency of £32,949.

It was noted that Pupil Premium funds were £1,320 and £1,900 for Pupil Premium Looked After Children, generating an income of approx. £97,680 in the year. Similarly to the Infant School, these funds were allocated to teaching and support staff for interventions as well as curriculum resources and the service and supervision of a counsellor.

A discussion ensued amongst the Governors about the increasing spend, decreasing budget and subsequent reduction in contingency.

A Governor highlighted the importance of knowing and understanding where the School got their budgets from and how funds could be applied for. He added that a Recovery Plan was necessary and Governors should be aware of this. It was explained that neither school were setting a deficit budget but that should that become necessary in future, there was a Barnet procedure for this which the finance committee had seen. School funding was set by national and local formulae on a year by year basis and there was no further funds to be applied for. The Junior HT explained that the school had a strong team working to maximize value for money on all contracts, lettings income was at a maximum and further reduction in staffing would be the only option in subsequent years to further cut costs.

It was noted that the budgets were discussed in detail at the Finance committee, who met twice a term to compare budget versus actuals and committed spend ('BVAC'). This allowed them to have a real-time view of spend and challenge the Headteachers where necessary. A Recovery Plan was in place and once a Finance meeting was held in December, Governors would be better placed to adapt the budgets accordingly.

Governors recognised the challenges in the context of decreasing funds from the DfE in addition to rising costs such as pension contributions and the apprenticeship levy.

The committee recommended the Budgets 2018/19 for Governing Body ratification.

Following a show of hands, Governors **RATIFIED** the budgets 2018/19.

All those involved in the process were thanked.

Governors recognised the utility of having both the Chair and Vice Chair sitting on the Finance committee.

The HTs welcomed the suggestion to lobby MPs, writing letters for example, highlighting the difficulty for the Schools to maintain their outstanding offer against declining budgets.

A discussion ensued amongst Governors in regard to the parental role in lobbying on behalf of the School. It was important to manage the parental community in a positive way.

The IHT reminded Governors that the previous year, the Infant School did send a letter to parents about the proposed cuts and what this would mean for the School. Some parents wrote to Mr. Freer in response.

The Communication and Community Engagement (CCE) Committee agreed to add this to the agenda for the next meeting.

***Action: CCE Committee***

18/8 **Headteachers' reports**

**Infant School report**

Governor attention was drawn to the Infant School Headteacher report, circulated prior to the meeting.

Governor comments and questions were welcomed.

**Leadership and Management**

The number on school roll and the staffing allocations were tabulated in the document. The IHT noted that since her last report, one child in Y1 had moved to a faith school and two children in Reception had moved out of the area.

There was a total of 55 out of 306 children in receipt of Pupil Premium funding. A teacher delivered targeted interventions included supporting children in English with a focus on writing and phonics; supporting children in Maths with a focus on number work; and More Able extension.

The IHT confirmed that the School rigorously measured and monitored interventions at regular intervals during the school year. Pupil progress was tracked through assessment processes and interventions modified accordingly.

An overview of the current Special Educational Needs (SEN) within the School was tabulated in the document. The total number of children on the SEN register was 28. The number of children being monitored, on SEN support or with an Educational Health Care Plan (EHCP) was 78.

Governors recognised the difference in number when compared to national; with ECHP at the school at 2.9% compared to 1.3% national.

These areas of need, as identified in the SEN Code of Practice were tabulated. A Governor asked for clarification in regard to the other areas of need for example autism and cases where children were undiagnosed or fell into more than one of the categories.

Eleanor Furze explained that children were often categorized according to need rather than condition, but agreed to break down the categories further.

***Action: Eleanor Furze***

It was noted that a number of children who had autism, would not be put forward for an EHCP as they were achieving Age Related Expectations (ARE). The IHT added that children received support according to individual need whether they were formally diagnosed or not.

Following a Governor question, the IHT explained that parents of children with an EHCP could specifically name a school of choice. The SEN department at the LA then contacted the school asking if they could cater for the child's particular needs. It was highly unlikely that a school would/could reject an application.

Governors recognised the importance of managing and maintaining the perception and reputation of the School; it was well known for its quality of care and opportunity for all.

The IHT confirmed that the School were in communication with the LA in regard to the number of children with SEN and EHCPs at the School and the support needed as they were nearing capacity. Simon James from the LA had visited the School to discuss this and had expressed his appreciation for the extensive work being undertaken by the School.

It had been identified, as part of Barnet's Fair Share that the percentage of EHCP's at Brookland Infants was actually in line with schools who had specialist autistic units.

Following a Governor question, the IHT confirmed that you were able to raise private funds for this cause as the School had done so previously for specific projects. Specialist need does have a direct impact on the School's budget; even with an EHCP, the school had to fund the first £10,000.

A Governor suggested using a PR company to help facilitate fundraising for this cause.

With the increase of children on the autistic spectrum and the number of parents naming the School as their first choice, increasing, it was suggested that the Governors have some sort of Away Day to enable them to understand the issues more clearly.

In terms of safeguarding, all staff had completed Prevent training in January 2018 and the Single Central Record had been reviewed by Jane Morris.

#### Personal development, Behaviour and Welfare

Absence for autumn term 2017 was 4.47% including 3.97 authorised, 0.51 unauthorised and 2.01 due to religious observance.

A Governor asked if a consistent approach could be used across the HT reports to indicate attendance.

The IHT confirmed that there had been no exclusions or cases of racial harassment in the autumn or spring terms.

#### Teaching, Learning and Assessment

All teachers were observed in the spring term and all were judged as good or better.

#### Outcomes for pupils

A Governor enquired into the Y1 and Y2 attainment and specifically about the summer born children. The IHT explained that in Y2, they were in line in Reading and exceeding in Writing and in Maths.

The IHT was thanked for her report.

## **Junior School report**

Governor attention was drawn to the Junior School Headteacher report, circulated prior to the meeting.

Governor comments and questions were welcomed.

### Teaching, Learning and Assessment

The JHT noted that all teachers had been formally observed; 100% of teaching was good or better.

The various forms of staff and school development undertaken were noted. Safeguarding Level 1 training was administered with the Infant School in September and to any new staff or staff where an update was required. One member of staff also updated their Safeguarding Level 3 training.

### Leadership and Management

Teacher appraisal review and target setting meetings were undertaken in accordance with the School's Appraisal and Pay policies and one teacher applied for and achieved Threshold status.

New targets were focused on the whole school priorities: 1. To build the ways in which we promote equality of opportunity and celebrate our school diversity more explicitly; 2. To accelerate progress in foundation subjects for our most able pupils; 3. To further develop and embed outstanding teaching, learning and assessment practice at greater depth in foundation subjects.

The Senior Leadership Team spent a day reviewing the monitoring and evaluation evidence against the Outstanding Ofsted descriptions in order to update the SEF and identify or adjust whole school priorities. Middle Leadership meetings focused on CPD planning for the year and the display policy.

In terms of safeguarding, the SLT and Wellbeing Leader continued to hold their termly meetings to review vulnerable pupils at the School. As of December 2017, the School had 40 children on their wellbeing monitoring list and 23 on the concerns list.

### Personal Development and Welfare

The School continued to raise the profile of SMSC, holding assemblies for example as well as discussions in PSHE.

There had been two incidents of racist terms being used. These were followed up with families, classes and at a whole school level.

Attendance for autumn term was 96.2% with 1.07% absence due to religious observance and 0.3% unauthorised.

A Governor asked for clarity on the eight children who had left; what year groups these were from. The JHT clarified that six were from Y4, one from Y3 and one from Y6. She confirmed that the reasons for leaving had been analysed. Particular initiatives had been introduced specifically in a Y4 class where had been higher mobility focused on team work, inviting parents in for projects for example to help new pupils and families settle into the class. These had been successful

## Outcomes for Pupils

The JHT noted that the annual school attainment review had been held with their School Improvement Partner examining attainment and progress data for all pupils as well as other areas of practice. From the review, it was concluded that outcomes remained outstanding.

Detailed evaluation of progress and attainment for each year group and pupil group continued to be consistently used to inform interventions, focus for teaching and learning and whole school next steps.

There were 41 children on the Special Educational Needs (SEND) register as SEN support and six children had an Educational Health Care Plan (EHCP). SEN data and areas of need were identified in the report.

The JHT was thanked for her report.

## 18/9 Staff Governors' reports

The Staff Governor's reports had been covered in the HTs reports.

**Infant School:** Governors commended the School for being awarded the Gold Travel Plan award and all the hard work undertaken by Julia Peston.

**Junior School:** Governors wished to extend their congratulations to Maria Pitsillides who had qualified as School Business Manager.

## 18/10 Young Carers in Schools Award

Eleanor Furze informed Governors that the Infant School were applying for the *Young Carers in Schools Award*. This was twofold focused both on under 18 year olds who were caring for a family member as well as supporting children who were siblings of those with a specific need.

The School would refer these young carers to the BYCAS Charity, who provided tailored support, as well as organising special activity days and opportunities for counselling. The charity ran an assembly at the School and were putting posters up to raise awareness. A letter had been sent to parents asking them to inform the School if they knew of any of these children.

Jenny Catley, as Young Operations Lead was working with Eleanor Furze to identify these children. Nine had been identified thus far, noting that they had to be over the age of five.

After Easter, a lunch time drop in group was to be started, run by those children and shaped by what they wanted to do, on a very informal basis.

Following a Governor question, it was clarified that Governors could inform the School if there was anyone they thought would fall under this category. Governors recognised the difficulty with this, noting that family privacy needed to be respected.

The IHT highlighted the importance of having that conversation and building trust and respect with parents/carers. SLT and the Wellbeing Lead discussed cases individually and acted accordingly.

## 18/11 Committee Reports

## **Safeguarding Committee**

The Chair of the committee confirmed that a meeting had been held; minutes would be circulated shortly. The Chair noted that a number of policies had been discussed and approved.

A Safeguarding walk was scheduled for next term with Anna Black, Laura and the Headteachers. This would provide an opportunity to talk to both the children and staff to ensure that the Safeguarding Policy was understood and actioned correctly.

## **Finance Committee**

Finance had been discussed earlier in the meeting.

## **Curriculum Committee**

The committee had not yet met; Laura Pincus agreed to organise a meeting date.

## **Personnel Committee**

The Chair of the committee confirmed that a meeting had been held. The group had discussed and approved a number of policies, including the Grievance policy and the Recruitment policy. At the next meeting in June, the committee would review the Staff Code of Conduct as well as the Retention policy.

## **CCE Committee**

The Chair of the committee confirmed that a meeting had been held. The group had discussed GDPR in depth. The Headteachers, Laura Pincus, Pnina Joffe and Farnoush Bikdeli had all attended a training course on GDPR. A Working party had been set up and would meet to discuss the audit and action plan. It was confirmed that the Schools were putting the necessary plans in place to ensure compliance with GDPR.

## **Premises Committee**

A Premises Committee meeting had been held on 27 March. It was noted that the Y4 classrooms and a Y5 classroom were being replaced; funded by the LA. A new building from Netzero and similar to the Infant School Nursery would replace these classrooms and include toilets, a group/ OT room and PE store. Once planning had been approved, it was likely the work would begin at the end of May.

It was noted that the Y2 classroom block needed to be refurbished; these would be discussed after the Junior School set of works had commenced.

Swimming pool: The terms had been agreed with Mini Minors (who were funding the project); they would have exclusive use of the facilities out of school hours. The project was awaiting Barnet to sign off as the land was owned by Barnet. The JHT noted that she had spoken with Chris Munday today who had agreed to speak with the Finance department to ensure the school received a response. There had already been interest from other Barnet schools about the use of the pool.

The JHT noted that the boiler for the swimming pool was currently broken and would cost £5,500 to repair. Whilst it would not be re used in the proposed re build of the swimming pool, it was necessary to fix in the interim.



Following a Governor challenge, the Headteachers explained that they would not be able to cancel swimming for the remainder of the school year. The charges for swimming had already been collected. The School could not use their Capital funds for repairs.

It was noted that letters reminding parents to pay for swimming had been sent out.

Tim Jackson was thanked for all his hard work and perseverance with these projects.

### **Strategy Committee**

A meeting had been held the previous week. The Chair provided an overview of the meeting, noting discussion on the SEF, SDP and risk management. They also continued the conversation on Academisation, although noted that there was no rationale or impetus for this at present.

#### **18/12 SEF update**

Copies of the Self Evaluation Form (SEF), circulated prior to the meeting, were received and noted by the Governors.

The Chair reminded Governors of the importance of this document in conjunction with the SDP and Risk Management, in outlining how the Schools were doing, what they could do better and outlining specific focuses. These were delegated to the Strategy Committee but Governors were responsible for their area action plan.

The Schools were outstanding and this strong position was reflected in the SEF. Where improvements could be made, informed the SDP.

#### **18/13 SDP update**

Copies of the School Development Plans, circulated prior to the meeting, were received and noted by Governors.

It was noted that the cycle was previously based on the budget but was amended to run alongside the academic year. This formed part of a continual cycle, looking at what was necessary for the following year.

#### **18/14 Review of our approach to risk management**

The Chair provided an overview. He noted that the various areas of risk had been discussed and categorized according to level of concern. The top level risks would be divided and delegated amongst committees.

Concern about Governor Succession planning was noted; a risk log had started to be formulated.

A Governor challenged as to whether the Schools had anything in place to mitigate against risks and whether more was needed. It was noted that if this was necessary, an action plan above the risk management currently in place, would be formulated.

A Governor enquired into how frequently the Full Governing Body would review the Risk Register and raised concern that more importance and awareness needed to be attached to it.

It was noted that a lot of the risks were consistent, impacted by external factors, with the values going up and down.

Governors agreed to re visit this discussion.

#### 18/15 **Governor Visits**

Laura Pincus reminded Governors that she had the Visit Log with her; an updated list would be circulated the following day.

Laura Pincus noted that she had met with Pnina Joffe in the Infant School to review the Single Central Record. Laura Pincus challenged some of the areas, which Pnina Joffe then addressed with Jane Morris at the LA and fed back on.

Anna Black had also met with Maria Pitsillides in the Junior School to undertake a similar review.

These reviews would be undertaken termly.

Governors were reminded that Governor Visits should be formally written up and sent to all Governors.

*Sapna Shah left the meeting.*

#### 18/16 **Chair's Correspondence**

The Chair noted that he had received a letter from Mr. Ingram that involved both praise and questions about the longevity of the CCTV cameras. The Chair confirmed that he had replied to the letter and would investigate the situation with the CCTV cameras.

***Action: Chair***

#### 18/17 **Report of the Director of Education and Skills**

1. **Update on School Funding:** The report 'Annual Report on School Funding in Barnet 2018-19 had been considered in January 2018. An overview of the consultation and responses were provided.

Governors noted the information.

2. **Latest Attendance Information for Barnet Primary Schools:** The latest attendance data indicated that Barnet primary schools had improved pupil attendance overall from 95.9% to 96.1%. The Local Authority ranking had improved from 98<sup>th</sup> to 50<sup>th</sup>.

Governors noted this information.

3. **Governance Self Evaluation Audit Tool:** Governing Bodies of schools supported by the Governance Advice Officer (GAO) service were scheduled to receive feedback on their Audits.

Governors noted this information.

4. **General Data Protection Regulation (GDPR):** From 25 May 2018, the EU General Data Protection Regulation (GDPR) came into force, which would have an impact on every UK organisation including schools, which processed staff and student data

Many of the GDPR's main concepts and principles were much the same as those in the current Data Protection Act. However, there were new elements and significant enhancements, so that organisations would be required to introduce new processes and procedures.

Governors noted this information.

5. **Governor Services: GAO and Associate Clerking Service:** On 1 September a new provision from Governor Services was launched to schools in order to support governing bodies in remaining legally compliant and undertaking their many roles and responsibilities. Early feedback on the new services had proved helpful in shaping the future offer.

Governors noted this information.

6. **iTrent Transfer Project- Improving Capita's HR and Payroll Service:** Capita HR Solutions would be making improvements to the way they provided the HR and Payroll service for school's clients during 2018 by introducing iTrent. iTrent was a HR and Payroll system provided by the market leaders MidlandHR.

In Barnet, this change would affect 81 schools with Capita payroll and the transfer to iTrent has been scheduled for 1 April 2018.

7. **New for 2018 from the Barnet Safeguarding Children Partnership:** A key theme that emerged from the Improvement Planning process was the need for the partnership to have a more informative website providing access to multiagency training, safeguarding tools, guides and the latest safeguarding policies and procedures. The website was now live on <https://thebarnetscp.org.uk/bscp>

#### 18/18 **Governor Support and Development and report of the Link Governor**

Governor attention was drawn to the GDPR training available.

Farnoush Bikdeli, Laura Pincus, Pnina Joffe and the Headteachers had all attended a session on GDPR held at Christ College.

Claire Rosen needed to register for the New Governor training.

***Action: Claire Rosen***

Farnoush Bikdeli had undertaken Pupil Premium training as well as that on Ofsted.

It was noted that the process for registering training was much easier now. Governors raised slight concern at whether they were getting value for money.

Training was no longer to be held at the Best Hub, likely to be re located back to the NLBP.

#### 18/19 **Any other Business**

##### **Skills Summary**

Governors were thanked for completing the skills summary; it had identified the gaps that the Governors were aware of.

## **Code of conduct**

The Chair agreed to circulate the Governor Code of Conduct for Governor comment. It would also be reviewed in the Personnel committee, to be agreed and signed at the next FGB meeting.

***Action: Chair***

## 18/20 **Dates of committee meetings**

Dates of committee meetings were noted as:

Premises: June 2018  
Safeguarding: 22 June 2018  
Finance: April 2018  
Strategy: 18 June 2018

## 18/21 **Dates of Governing Body Meetings**

The next Full Governing Body meeting was scheduled for 3 July 2018 at 6.30pm in the Junior School.

Presentations were scheduled for a Governor meeting on 8 May 2018, focused on the School Council, EAL, Pupil Premium and Infant SEN.