

THE GOVERNING BODY FOR BROOKLAND INFANT AND JUNIOR SCHOOLS
MINUTES OF THE MEETING HELD AT THE SCHOOL ON WEDNESDAY 6 JULY
2016

MEMBERS

LA GOVERNOR

*Sapna Shah

STAFF GOVERNOR

*Phil Mulvihill (Infant Support)

PARENT GOVERNORS

*Laura Pincus (Infant)

*Katie Fearn (Infant)

*Harriet Bloom (Infant)

*Anna Black (Junior)

*Sara Wolfin (Junior)

*Tim Jackson (Junior)

CO-OPTED GOVERNORS

*Simon Greenhouse (Junior Teacher)

*Emma McCabe (Infant Teacher)

*Katie Attwood (Vice Chair)

*Mark Leibling (Chair)

Rachel Beard

*Christine Rafferty

*Dennis Lam (Junior Support)

HEADTEACHERS

*Brenda McCafferty (Infant Headteacher)

*Jenny Ayles (Junior Headteacher)

NON-VOTING OBSERVERS

*Amy Simpson (Infant DHT)

*Shirley Bates (Junior DHT)

*denotes member present

In Attendance
Amira Nassr- Clerk

Governors received presentations from the Schools' Councils and the JTA.

The School had achieved the Gold Accreditation status for the third year for their Travel Plan.

16/56 **WELCOME**

The Chair welcomed all Governors to the last meeting of the academic year.

16/57 **ACCEPTANCE/ NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies were received and accepted on behalf of Rachel Beard. The Chair informed Governors that Sheryl Bekhor had unfortunately resigned from her post. Governors joined the Chair in thanking her for her contributions and wished her good health.

Governors welcomed Russel Caller as Associate Member. He provided an overview of his background.

16/58 **DECLARATION OF PECUNIARY INTERESTS**

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

16/59 **PART I MINUTES OF THE MEETING HELD ON 11 MAY 2016**

The Part I minutes of the meeting held on 11 May 2016, copies of which had been circulated prior to the meeting, were **CONFIRMED**, initialed and signed by the Chair, subject to the following amendments:

P3, 16/44 **Matters Arising**, 16/27 *Committee Reports*: Corrected to Communications and Community Engagement committee.

P3, 16/44 **Matters Arising**, 16/32 *Any Other Business*: Sentence was clarified to read '*Reception admission for staff at the School with children*'.

16/60 **MATTERS ARISING**

16/44 **Matters Arising**, 16/24 *Matters Arising*, 16/5 *Matters Arising*, 15/112 *Any Other Business*, 3. *Chandos Tennis Club*: The JHT confirmed that Y5 had been having tennis lessons, with super quality coaching and the children very much enjoyed it. The IHT noted that the lessons for the Infant School had not yet been organised and would start in September.

16/44 **Matters Arising**, 16/27 *Committee Reports*, (e) *Communications and Community Engagement*: Laura Pincus confirmed that the information on Clandon Gardens as a viable place to 'stop and drop' for parents as well as a map to indicate this, would be included in the next Governors newsletter.

16/44 **Matters Arising**, 16/27 *Committee Reports*, (e) *Communications and Community*: A Governor enquired into whether there had been any further information received regarding Reception admissions for staff with children at the School. The IHT explained that there had only been 40 responses to the consultation and so the decision had been made by Barnet Council to re-run the consultation period. Of the 40 responses, they had been overwhelmingly positive.

The IHT confirmed that the consultation had been widely publicised in the Schools.

A Governor enquired into what the lowest number of responses required was for the consultation. The IHT agreed to investigate this.

Action: IHT

16/47 **Governor Visits Log**: A Safeguarding Governor needed to be appointed. Governors interested in the position were asked to notify the Chair.

Action: Review Safeguarding Governor

16/51 **Any Other Business**, *Governors' photo board*: Katie Fearn needed to submit a photo to be used.

Action: Katie Fearn

16/61 **RECONSTITUTION**

The Chair reminded Governors of the stipulations outlined in the recent government announcement: the statutory obligation to reduce Parent Governors to two per federated Governing Body by 1 September 2016.

It was suggested that this be one Infant School Parent Governor and one Junior School Parent Governor. The solution to this would be to 'co-opt' the remaining Parent Governors, noting that the category of Co-opted Governor was focused on need and skill.

Governors discussed the different terms of office of the current Parent Governors, a discussion also held in the Strategy Committee. Governors noted the pros and cons of opening the Parent Governor position to other candidates and skills sets.

In order to be compliant with new regulations it was agreed that Laura Pincus would remain Infant Parent Governor and Sara Wolfin, Junior Parent Governor until the end of their respective terms.

Tim Jackson, Anna Black, Harriet Bloom and Katie Fearn were **APPOINTED** as Co-opted Governors for a four year term ending on 5 July 2020.

Therefore the reconstituted composition of the GB would be:

- a. Two Parent Governors** with one elected from the Junior School and one elected from the Infant School;
- b. One LA Governor**
- c. One Staff Governor**
- d. Two Headteachers - one from each school.**
- e. Twelve Co-Opted Governors**

With the total number of governors as **eighteen**.

All Governors were thanked for their cooperation.

The Clerk agreed to amend these details accordingly and process the new Instrument of Government.

Action: Clerk

16/62 **COMMITTEE REPORTS**

a. Premises and Health and Safety

The Committee had not met since the last meeting; a meeting would be scheduled next term.

b. Safeguarding

The Committee had not met since the last meeting; a meeting would be scheduled next term.

c. Finance

A meeting had been held on 20 June 2016. The Final Outturn for the last year had been finalised, with the surplus for both Schools slightly higher than first anticipated.

Governors were informed that Katie Attwood would be moving away and therefore no longer continue as a Governor or Chair of Finance. She had however offered her assistance as an Associate Member. A new Chair of Finance would need to be appointed.

Action: Finance Committee

Lettings: The committee had reviewed the Lettings policy and charges. These were not in line with similar local schools in Barnet and so new contracts with increased charges had been formulated. These had been sent to the relevant organisations; some of whom had decided to opt out. The School was still negotiating with two of the three.

There had been a complaint made to the local MP regarding these charge increases with subsequent meetings held to address this. Another meeting was scheduled for 8 July.

The need for the School to generate income was noted with it suggested that new contracts incorporate an incremental increase, building in a discretion especially with long term Lettings, allowing for different groups to be charged accordingly.

d. Curriculum

The Committee had not met since the last meeting; a meeting would be scheduled in the next term. The difficulty of organising the committee in the absence of a chair was noted.

e. Communications and Community Engagement

The committee had not met since the last meeting but had had correspondence via email. Committee members monitored the School website and were in the process of writing the newsletter. Governor input was welcomed. A 'fact sheet' would be added to the autumn newsletter as an additional attachment. This would also be uploaded onto the School website.

f. Personnel

The committee had met on 1 July 2016, minutes had been circulated. Anna Black was thanked for organising and chairing the meeting.

g. Strategy Committee

Minutes of the meeting held on 22 June 2016 along with the committee Terms of Reference, tabled at the meeting were received and noted by the Governors.

The committee focused on a strategic discussion devolved and delegated from the Full Governing Body, as well as the Four Year plan, the SDPs and the ever changing challenges that arose.

Following a Governor question, it was clarified that all Governors could attend if they wished.

The Chair reminded Governors of the importance of ensuring that everything that happened in the School was covered by one or more committees.

Pupil Premium for example was discussed in the Finance and Curriculum committees.

A replacement for Pupil Premium Governor (Katie Attwood) would need to be made.

Pupil Premium was also discussed in the Safeguarding committee, noting that the Pupil Premium Governor should be present in those discussions, as should the Safeguarding Governor.

Action: Review Pupil Premium Governor

Catering was discussed in the Finance committee in terms of the budget. It was **AGREED** that it would also be added to the Communications and Community Engagement committee remit as it was important to 'communicate' with parents about.

It was suggested that a note on the food served in the School be added to the Governors newsletter- this would help advise, inform and educate parents about School lunches.

Action: Communications and Community Engagement committee

16/63 **GOVERNOR VISITS LOG**

Laura Pincus thanked all Governors who had informed her of their visits and the log had been circulated. She noted that a new sheet had been added to the document for Governors to indicate (with a tick) once they had completed their subject link visit.

A Governor asked if the staff could be made aware of the importance of helping to organise visits with the respective Governors.

The JHT confirmed that the teachers had been informed of this previously but it would be re iterated.

It was noted that the new Governors had completed a tour of the Junior School as part of their Governor induction, and were scheduled for a tour of the Infant School the following week.

Sapna Shah informed Governors of her two visits to the Schools. She noted that the visits were very refreshing, impressed with the level of the children's imagination and their ability to critique their own work.

The Chair informed Governors that he had attended the welcome meetings at the Schools. Anna Black had also accompanied Y4 to St Judes and all had been very impressed with the exceptional behaviour of the children.

Hariett Bloom had attended the Y6 Leavers' assembly and Laura Pincus had participated in orienteering with Y4 and 5 on 4 July.

The Headteachers, on behalf of the staff, thanked the Governors for the spread of food provided on two of their Inset days.

All Governors were invited to the Junior Open Evening on 7 July between 6 and 8pm and the Infant Opening Evening on 13 July.

The Summer Fair was scheduled for Saturday 9 July 2016; all Governors were invited to attend.

16/64 **CHAIR'S CORRESPONDENCE**

The Chair had received no further correspondence from the last Full Governing Body meeting. He had however had emails from Mr Ingram, regarding parking and traffic around the School which he had passed onto the Headteachers.

Governors recognised Mr Ingram's concerns and care for the wellbeing of the children, staff and community; this was greatly appreciated.

A Governor enquired into when the mobile cameras would be operating in the proximity. The IHT noted that these were in operation on other sites but was unsure when they would be here. The current location of the mobile cameras was available on the Barnet website.

16/65 **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 reminded to sign up to Safer Recruitment Training as soon as it was available if they wished to undertake this.

The Chair noted the need to appoint a new Link Governor; volunteers were welcomed. Hariett Bloom agreed to take on this role, with the help of Laura Pincus.

16/66 **ANY OTHER BUSINESS**

Junior School SDP

The JHT drew Governors' attention to the final review of the impact of the SDP between April 2015 and March 2016, tabled at the meeting. Governors were asked to submit any comments/questions to the JHT.

DBS Checks

A Governor reminded that all governors needed to have an enhanced DBS certificate, outlining the time frames stipulated.

It was confirmed that both Harriett Bloom and Katie Fearn had certificates.

Russell Caller would need to obtain a certificate. The IHT agreed to organise this.

Action: IHT

School closures for elections

Laura Pincus noted that there had been a lot of communication from parents regarding the number of polling days held at the School recently. She had undertaken some research regarding this and the options available to the School.

It was noted that it was only the Infant School that was the designated polling site, not the Junior School. However both Schools had to be closed for security and safeguarding. She outlined the processes involved in reviewing the site and the importance of disability access when deciding polling sites.

It was suggested that Governors evaluate the problem and the impact on the School and parents in the first instance. Following this, options could be explored and a plan formulated to be brought back to the Full Governing Body to decide on action.

Governors **AGREED** to form a working party to discuss this.

Action: Working Party

16/67 DATES OF COMMITTEE MEETINGS

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

16/68 DATES OF GOVERNING BODY MEETINGS

- Autumn 1: Wednesday 28 September 2016
- Autumn 2: Wednesday 16 November 2016
- Spring 1: Wednesday 18 January 2017
- Spring 2: Wednesday 15 March 2017
- Summer 1: Wednesday 10 May 2017
- Summer 2: Wednesday 5 July 2017