

THE GOVERNING BODY FOR BROOKLAND INFANT AND JUNIOR SCHOOLS
MINUTES OF THE MEETING HELD AT THE SCHOOL ON
TUESDAY 29 SEPTEMBER 2015

PART I

MEMBERS

LA GOVERNOR

Vacancy

STAFF GOVERNOR

*Phil Mulvihill (Infant Support)

PARENT GOVERNORS

- *Alexandra Taylor-Yeates (Infant)
- *Laura Pincus (Infant)
- *Karen Tickner (Infant)
- *Anna Black (Junior)
- *Sara Wolfin (Junior)
- *Mark Leibling (Junior) (Chair)
- *Tim Jackson (Junior)

CO-OPTED GOVERNORS

- *Simon Greenhouse (Junior Teacher)
- *Emma McCabe (Infant Teacher)
- *Katie Attwood (Vice Chair)
- *Rachel Beard
- *Christine Rafferty
- *Rebecca Simon
- Dennis Lam (Junior Support)

HEADTEACHERS

- *Brenda McCafferty (Infant Headteacher)
- *Jenny Ayles (Junior Headteacher)

*denotes member present

NON-VOTING OBSERVERS

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

IN ATTENDANCE

Amira Nassr- Clerk

15/78 **WELCOME**

The Chair welcomed Governors to the first meeting of the academic year.

The Chair informed Governors that Rebecca Simon would be leaving the Governing Body at the end of the academic year. He thanked her for her notice period. He noted that this would leave a vacancy of a Co-opted Governor. He also reminded Governors of the Local Authority (LA) vacancy, noting that the clerk had already made the Local Authority aware of this vacancy.

He invited Governors to make suggestions of potential candidates, relaying the importance of having a full membership especially in terms of committee membership and workload. He also noted the benefits of appointing Governors who could fulfill wider roles with a broader perspective.

15/79 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted on behalf of Dennis Lam. Governors were also informed that Rachel Beard would be slightly delayed.

15/80 **DECLARATION OF PECUNIARY INTERESTS**

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

15/81 **APPOINTMENT OF CHAIRMAN FOR THE ACADEMIC YEAR 2015-16**

Nominations for the position of Chair were invited. Governors considered the one nomination received on behalf of Mark Leibling.

Upon a show of hands, the Governing Body unanimously **RESOLVED** that Mark Leibling be re-appointed as Chair for the Academic Year 2015/2016, or until his successor was appointed.

15/82 **APPOINTMENT OF VICE CHAIRMAN FOR THE ACADEMIC YEAR 2015-16**

The Chair invited nominations for the position of Vice Chair. Governors considered the one nomination received on behalf of Katie Attwood.

Upon a show of hands, the Governing Body unanimously **RESOLVED** that Katie Attwood be re-appointed as Vice Chair for the Academic Year 2015/2016, or until her successor was appointed.

Both were congratulated on their position.

15/83 **PART I MINUTES OF THE MEETING HELD ON 8 JULY 2015**

The Part I minutes of the meeting held on 8 July 2015, copies of which had been circulated prior to the meeting, were **CONFIRMED**, initialed and signed by the Chair, subject to the following amendments:

P1, the spelling of Miss Davies was corrected.

P4 15/64 **Reports of Committees**, (b) *Safeguarding*: the phrase was changed to read "The protocol for the use of mobile phones".

It was clarified that Laura Pincus had attended Safeguarding Level 3 and e-safety training which included areas such as FGM and CM.

15/64 **Reports of Committees**, (d) *Curriculum*: "Data Associates" were corrected as "Data Advisors".

P5 15/64 **Reports of Committees**, (h) *Strategy Committee*: the phrase was changed to read "...they would have a broader role that should involve Learning Walks...".

P6 15/65 **Governor Visits Log**: it was noted that all Parent Governors had attended the Junior School Open Evening.

15/84 **MATTERS ARISING**

15/63 **Matters Arising**, 15/53 *Any Other Business*: The Chair was still awaiting some Governor's Skills Audit and would be contacting them individually.

15/64 **Reports of Committees**, (a) *Premises Health and Safety*: It was noted that the Infant School had been successful in securing the £10,000 Lottery Fund which had just been deposited; work was due to commence during half term.

15/69 **Dates of Committee Meetings**: The date of the Curriculum Committee meeting would need to be changed as it coincided with a School INSET day.

15/85 **ANNUAL REVIEW OF COMMITTEE STRUCTURE, MEMBERSHIP AND TERMS OF REFERENCE**

The Chair invited thoughts and comments from Governors about the current committee structure. After discussion and consideration Governors **AGREED** to retain the existing committee structure as it had worked effectively in the previous year.

All committee chairs who had not already reviewed their Terms of Reference were urged to do so either by email or at their next committee meeting and provide feedback to the Chair of Governors so that he could update the master copy.

Action: Committee Chairs

The membership of the Governing Body's committees were reviewed and updated (see Appendix 1).

Governors also discussed each Governor being assigned to each subject area as this would enable them to have a greater knowledge and understanding of the chosen area and also provide a more robust link between the staff member and respective Governor. Governors were notified of the various subjects and asked for preferences.

It was decided that the core subjects: Maths, English, Science and Computing would remain within the remit of the Curriculum Committee. All other curriculum areas were assigned to Governors.

Rachel Beard and the Chair would discuss the roles and circulate information with the relevant contacts once the class teachers had been allocated.

Action: Chair, Rachel Beard and Headteachers

15/86 **ANNUAL REVIEW OF REGISTER OF BUSINESS INTEREST**

Governors were requested to complete the pro forma provided in their agenda packs for the meeting and return these to the school office for inclusion in the Register of Business Interests. Governors who were present submitted their completed forms to the Headteacher.

It was **AGREED** that absent Governors would complete their forms and return them to the School office.

Action: Dennis Lam

15/87 **HEADTEACHERS' REPORTS**

Infant Headteacher's Report

The Infant Headteacher drew Governors' attention to her report, copies of which had been circulated with the agenda.

Arising from the report:

Leadership and Management

- Governors were provided with an update on staffing and class allocation within the School. She welcomed them all to the School and highlighted that the new Inclusion Leader had been very proactive with both children and parents. The new position was a benefit to the School especially considering the increase in Special Needs children within Nursery and Reception.
- Following a Governor question, it was explained that Kat Davies would be returning from maternity leave mid-June and Nicola Donaghey in September; they would be allocated classes or other jobs within the School on their return.
- In the summer, two children had moved abroad and 1 child had moved to a private school. One new family had joined in September to Year 1 and two new families to Year 2.
- The number of Pupil Premium children within each year group was identified.
- A new Code of Practice for Special Educational Needs (SEN) had been completed with the system for writing Individual Education Health Care Plans (EHP) amended. There was a greater emphasis on consultation with parents.
- An overview of the current SEN need within the school was explained to Governors. A Governor enquired into the effect of the increase in SEN children on the School. It was explained that this did have an impact on resources and required more staff training. The new Inclusion Leader was working on this. The number of children identified compared to the percentage tabulated was queried. The Headteacher explained that 55 represented the 23 children of concern, the 23 children on SEN support and the 9 statements; this total of 55 out of the 322 children at the School was 17.1% as indicated.

- A Governor asked why there had been an increase in the number of SEN children and whether there was any correlation with any other demographic. The Headteacher noted that there were more boys with SEN in the School but that there was no apparent correlation.
- The Safeguarding policy had been updated by both Headteachers and staff and Governors were reminded about the new Prevent duty requirements.
- Posters identifying the designated safeguarding officers were displayed all around school. These officers were Amy Simpson, the Headteacher and Eleanor Furze (once she has attended training).
- Governors were informed of the various training that staff had undertaken.

Personal development, Behaviour and Welfare

- The attendance for the last academic year was 95.18% and this was 96.5% without Religious Observance.
- A Governor queried the 0.67% of unauthorised absences and how many days this represented. The Headteacher clarified that this represented 663 sessions, equivalent to 331.5 days.
- There were no official complaints made to the school.
- There were no exclusions or cases of racial harassment.

Teaching, Learning and assessment

- In the summer term all teachers had been observed and all results had been good or better. Appraisal reviewers would be meeting with teachers and Teaching Assistants (TAs) to set new targets this year.
- A Governor asked for clarification of whether these appraisal reviews were internal or external. The Headteacher explained that the reviews were conducted by the Senior Membership Team (SMT). The first lesson observation in the Autumn term was carried out by the Headteacher and the Spring and Summer were undertaken by the appraisal reviewer.
- A Governor also noted the number of English Additional Language (EAL) children within the school and enquired into whether teachers had special training to meet the need. The Headteacher confirmed that the School had in-house training for EAL and it was ensured that the staff also had training through Barnet or by visiting other schools.
- Pupil progress meetings were undertaken in the Summer term and had focused on the progress made by disadvantaged children and those at risk of underachieving as well as a discussion on the provision for more able children.
- Data Analysis for 2015 had been undertaken and results for each year were tabulated.
- In the Foundation stage, 80% of the children had achieved a Good Level of Development (GLD). This was above the average in Barnet at 68.3%.
- In Key Stage One, all targets were met or exceeded in all subjects at levels 2+, 2b and 3.
- Year One Phonics results showed that 83.9% of the pupils met the required standard.

- A Governor asked for clarification of the table on page 7 of the report which outlined Progress expectations in Year one. The Headteacher clarified that the 'Summer APS' referred to attainment and the 'In year progress' referred to the actual progress. Governors were assured that the staff were aware of the drop in Reading level 3 and that this had been expected for the particular cohort.
- A Governor highlighted the high level of help available for children who needed it and enquired whether this provision existed in the Junior School also. The Junior Headteacher confirmed that there were numerous interventions in place to meet the needs of the children.
- A Governor asked if it was better that the change to levels and the new curriculum were being introduced simultaneously. The Deputy Headteacher and Headteacher explained that this may be the case and that the new scheme focused less on levels and more on securing and embedding knowledge. The School was confident that the children would adapt well as there were a high number of high achievers.

A Governor questioned if it was now more difficult to measure progress which the Headteacher answered, noting that Ofsted now focused less on numbers and more on book work, how children recognised their abilities in conjunction with the monitoring systems in place within the School.

The Governors thanked the Deputy Headteacher for her presentation of the data.

- The various Pupil Premium interventions were detailed noting the progress made.
- The Summer Fair had raised £6,200 and over the whole year, over £15,000 had been raised. The money had been used to replace interactive televisions in the school and the purchase of new laptops and Ipads.

The Governors joined the Headteachers in extending their gratitude to the Parent Association (PA) for all their hard work and support.

Premises

- The School website had been improved over the summer with teachers to add news to their relevant class pages. Governors commented on how great it was.
- The new Inclusion room had been completed over the summer.
- There were plans to convert the old Inclusion room into a new sensory room.
- The Headteacher had also circulated INSET day dates, inviting Governors to attend. She highlighted the importance of their attendance during the morning session on Friday 23 October as it would work on the basis of the School Development Plan (SDP).

The Infant Headteacher welcomed any further comments and questions from the Governors.

The Infant Headteacher was thanked for her report and effective layout.

The Junior Headteacher's Report

Governors' attention was drawn to the Junior Headteacher's Report and supporting papers, circulated with the agenda.

Arising from the Report:

Teaching, Learning and Assessment

- The SLT undertook a workshop on the strategic use of the new School Pupil Tracker program followed by training for teaching staff. Moderation of new national curriculum judgments also took place in year groups. The staff felt confident to begin the new school year making assessments only against the new expectations in all subject areas.
- 17 formal lesson observations for teacher appraisal had taken place. 100% of the lessons demonstrated good or better teaching and learning with 71% demonstrating outstanding practice.
- Teachers were given additional non-contact time to research and plan new units of work across the curriculum.

Leadership and Management

- The various appointments made to the School were outlined to Governors.
- The Headteacher noted that she had attended the briefings from Barnet about the Unified Reward project and noted that negotiations between Barnet and trade unions were planned for the autumn term.
- The Safeguarding Policy had been updated by both Headteachers, staff and Governors were reminded about the new Prevent duty requirements and the Headteacher and School secretary had attended training on the Single Central Record.
- The SLT and Wellbeing Leader had held their termly meeting to review the vulnerable pupils.
- Subject leaders carried out coaching as part of their own professional development and teachers attended outside professional meetings and training sessions.
- The Headteacher attended regular meetings with the new Junior Schools Alliance partnership in addition to Barnet Headteachers network and safeguarding meetings.
- Teaching Assistants (TAs) completed training on Assessment for Learning Strategies and Growth Mindset. They also had training on behaviour management strategies from a member of the High Incident Support Team (HIST).
- Additional needs of pupils were outlined in the SEN Report which outlined the profile of concerns, areas of need and interventions.

Governors questioned why there were only Parent readers in Year Three and whether it was advisable to clarify that these readers did not have to be limited to parents. A suggestion was made to reach out to nearby secondary schools to

encourage students to undertake some form of outreach programme which could involve reading with Brookland students.

A Governor asked for the specific number of children that had left the School and where they had gone. The Headteacher detailed that eight pupils had left at the end of last year and moved to private schools; three had left to move to a school closer to home, having been waiting for a place for over a year and one had moved overseas. Of the children joining the School, eight came from other Barnet Primary Schools, one from a Haringey school, one from a private school, one who had been home schooled and six from overseas.

Personal Development, Behaviour and Welfare

- A comprehensive audit of the whole School and year based learning demonstrated outstanding practice in the area of Spiritual, Moral, Social and Cultural Development (SMSC).
- The scheme of Enabling Enterprise had been presented to teachers; a Governor asked for a further explanation. The Headteacher explained that it focused on practising children's skills through high quality workshops, lessons and trips. All lesson plans were provided; a Challenge Day called Greeting Cards was scheduled as was a trip planned to an International Law firm. The scheme had been bought into with a Pupil Premium agenda underlying it. Feedback from other schools had been very positive, providing children with life experiences as well as linking in with the restructuring of the Art, D & T and PSHE Curriculum.
- There was one recorded serious behavior incident leading to a three day internal exclusion. A Governor asked if this incident had been resolved and the Headteacher assured that it had been with all circumstances having been explored.
- The Headteacher provided an update on Attendance within the Junior School. The total absence for the year was 4.5%. The importance of taking into account the percentage of religious observance was re iterated.

A Governor questioned the Headteacher as to why the attendance of the Pupil Premium children as a group was below that for the whole School and whether it was an issue across Barnet. The Headteacher explained that Pupil Premium absence was a focus nationally but for the School as a whole and for each year group the data was skewed by a small number of pupils entitled to Pupil Premium with high absence being due to specific circumstances, inclusive of some unauthorised absence. She assured Governors that staff were focusing on the attendance of Pupil Premium children but noted that two of the children did have 100% attendance last year.

Outcome for Pupils

- Governors' attention was drawn to the Key Stage 2 (KS2) Teacher Assessment and SATs results as well as the full analysis report.
- The School was attaining above the Barnet and National averages in all tested areas especially at L5+.
- GPS results had improved this year at L4+.

- In Writing, 43% made 3 levels of progress, which was a 23% increase on the previous year.
- Attainment and progress in Maths at the higher ability end remained exceptional.
- All Pupil Premium children made the expected 2 levels of progress across KS2.
- A Governor asked for clarification of the School's results compare to those across Barnet and whether the results were communicated to parents. The Headteacher noted that the overall results were included in the newsletter with them also included in the brochure pack for new parents. It was further explained that the comparison on the better than two levels progress was with the School's own targets and not with Barnet; the Barnet analysis looked at two levels of progress and three levels of progress rather than better than two levels.
- The Action Plans obtained from the data analysis were outlined. Improving levels in Reading was an action point especially as expectations had increased. This was a common theme in the Junior Schools Alliance.
- An update on Secondary School Transfers was outlined with no children being unplaced. A Governor enquired into the reasons why fewer pupils had moved to Independent schools and state selective and whether this was to do with the Archer Academy. The Headteacher noted that the attainment levels at Brookland remained high at the level 5+ and it may be that parents were happy to have a new mixed state school locally to send their children to.

Other Key Information

- In terms of Premises, all development objectives had been met with all the new playground equipment having been installed. The improved library had been officially opened by the Mayor
- A Governor asked about the number of responses to the parent homework survey and suggested ways of increasing it. The Deputy Headteacher had reviewed the feedback and had noted some beneficial comments. She explained that she had included the surveys in Parent's Evening and had obtained further feedback. The new structure with the weekly task and reading log had been mentioned. Feedback was also attained from children through the Whole School Meeting.

A Governor added that, as the children were provided with feedback from surveys, the parents should also.

- An update on those on roll was provided, with Year 3 now being full.

The Junior Headteacher was thanked for her report.

15/88 STAFF GOVERNORS' REPORTS

The Junior Staff member further explained the Enabling Enterprise initiative that the School had bought in to. He noted that it linked numerous subjects, values and skills together, which enabled the creation of a broader knowledge, an important element of the new curriculum. He also informed Governors of the new appointments: teaching assistants and four new teaching staff. He noted how positive these had been and how enthusiastic these new staff members were.

The Infant School Staff member drew Governors' attention to the success in the Summer term of the visit from D. Lawrence which had raised over £2000 for the School. The School has purchased various different sports equipment for use during lessons as well as playtimes.

Governors were also made aware of the success of the Lottery Fund, previously mentioned by the Infant Headteacher.

The end of year shows had also been very successful.

It was also noted that the School had appointed four new Teaching Assistants and some of the current team had changed roles. Interventions had already started and there was ongoing training being undertaken.

The Staff members were thanked for their comments.

15/89 **REPORTS OF COMMITTEES**

a. Premises and Health and Safety

The meeting of the committee was to be arranged.

b. Safeguarding

A meeting had been scheduled for 6 November 2015. There had been no current safeguarding issues to report on.

c. Finance

Governors were informed of the interest from the Jelly beans organisation to start a half term holiday scheme in the Infant School. The scheme was scheduled to begin in the February half term and would be open to children from Brookland School as well as St Theresa's. It would be a four day scheme that was very reasonably priced and offered extensive schemes for children.

A Governor asked where in the School this would take place. The Infant Headteacher explained that the scheme would take place in the hall, dining areas and playground.

A Governor highlighted how nice it was that the School was supporting these small organisations who already worked with many of the parents.

A Governor questioned whether Jelly beans was widely used and known. The Infant Headteacher noted that the leader of the organisation was previously the site manager of Teamy, which had been widely used by the School before and therefore was well known to them.

A Governor asked about the leak in the School roof and whether this would be covered by the insurance. The Infant Headteacher explained that this was being investigated at the moment.

A meeting was to be confirmed for October.

d. Curriculum

The next meeting would need to be rescheduled as it coincided with an INSET day.

e. Communications and Community Engagement

The Committee had met after the last Full Governing Body meeting. Their discussions had involved the Nursery Admission Policy as well as numerous other policies. It had also involved discussion on the potential of having Mark Leibling to present in assembly in the Infant School.

The Headteachers had also attended their School Partnership meetings which had been successful.

Governors were also asked to send Laura Pincus any ideas for newsletter items.

f. Personnel

A committee meeting was to be scheduled.

The Headteachers thanked the Governors for all their contributions to the high number of interviews that had been undertaken.

15/90 **GOVERNOR VISITS LOG**

Laura Pincus noted that she had already circulated the Governor Visits Log to all Governors.

She asked Governors to send her any more visits that they had undertaken so that she could update the Log further. She would then re-circulate the Log to Governors.

Action: All Governors

The Infant Headteacher further invited Governors to visit the School as Governors.

15/91 **CHAIR'S CORRESPONDENCE**

The Chair informed Governors that he had received a letter from Mr Ingram regarding the crossing on Falloden Way and asking for the School's support.

Governors re iterated the need for greater safety on the crossing. Anna Black agreed to follow this up once the Chair had emailed the relevant information.

Action: Chair and Anna Black

The Junior Headteacher noted that the road under concern was the responsibility of Transport for London (TfL) and would therefore need to be contacted.

15/92 REPORT OF THE DIRECTOR OF EDUCATION AND SKILLS

The Clerk provided Governors with a brief overview of the Director's Report, noting the areas for Governor action and highlighting the date for the Skills Audit to be returned to Sarah Beaumont.

The Vice Chair agreed to look into and organise the Audit.

Action: Vice Chair and all Governors

Questions and comments were welcomed from the Governors.

Governors asked if there was a model example of a School website which included all the new stipulations outlined in Item 7. The Clerk agreed to investigate this further.

A Governor asked if the Headteachers were interested in undertaking a BPSI Governance Review and how the process worked in terms of BPSI hours.

The Headteachers explained the entitlement of hours that the School had.

15/93 GOVERNOR SUPPORT AND DEVELOPMENT, AND REPORT OF THE LINK GOVERNOR

It was noted that some Governors had already signed up for training courses.

Laura Pincus drew Governors' attention to their membership of the various online organisations and the importance of utilising the information and resources available.

She noted that she would undertake to obtain the relevant Governor logins for the various websites.

Action: Laura Pincus

She also notified Governors of the forthcoming NGA Conference on 14 November 2015 and asked if any Governors wished to attend.

She expressed her interest and Governors agreed that she should attend as only one Governor was able to attend.

15/94 **GOVERNOR CODE OF CONDUCT**

The Chair drew Governors' attention to the Code of Conduct that had been discussed previously.

He undertook to circulate the Code of Conduct to all Governors to be viewed with the aim to have it approved and signed at the next Full Governing Body meeting.

15/95 **ANY OTHER BUSINESS**

Admissions Policy

The potential for the School to adopt their own Nursery Admission Policy was discussed further regarding the potential of giving priority of Nursery places to staff members.

The Infant Headteacher informed Governors that the School would await to see what Barnet would do for Reception places and then decide on Nursery. The proposal still needed to go to consultation, dates of which were between 1 October 2015 and 31 January 2016. A consultation would need to be undertaken over a period of six weeks within this time frame.

The Infant Headteacher agreed to make the Governors aware of the consultation once she had been notified. She noted the role and importance of the Recruitment and Retention Party in this.

A short discussion followed regarding the time frame of the consultation and how/if it coincided with Nursery admissions.

The Infant Headteacher ensured Governors that she would inform them of any information she received regarding this and would be following it closely.

Online Links

Governors were informed that the Chair, Laura Pincus and Anna Black would be attending training on Frog on 30 September 2015 in order to see how to make the best use of online resources.

Partnerships

The Chairs of Governors had been involved in the School Partnerships.

The Junior School Alliance members were scheduled to meet on 30 September 2015 at the Director's briefing. The Chair explained some of the benefits of the Alliance and the positives of sharing ideas and practice.

The Infant School Partnership was also scheduled to meet at the Director's Briefing.

A shared INSET involving the Infant Partnerships was scheduled for 4 January 2016.

Enabling Enterprise INSETS

Flower Beds

The Governors were notified of the Infant School's endeavor to revive the existing flower beds in the School. Volunteers were invited to help with this revival.

The Junior Deputy Headteacher also informed Governors that the Junior School was also in the process of reviving its flower beds and they had volunteers from the Garden Suburb horticultural society coming to help.

15/96 **DATES OF COMMITTEE MEETINGS**

Dates needed to be arranged. Committees were reminded to elect Chairs and update their Terms of Reference.

15/97 **DATES OF GOVERNING BODY MEETINGS**

- Autumn 2: Thursday 12 November 2015 at 6.30pm
- Spring 1: Thursday 14 January 2016 at 6.30pm
- Spring 2: Wednesday 16 March 2016 at 6.30pm
- Summer :Wednesday 11 May 2016 at 6.30pm
- Summer 2: Wednesday 6 July 2016 at 6.30pm