

THE GOVERNING BODY OF BROOKLAND INFANT AND JUNIOR SCHOOLS
MINUTES OF THE MEETING HELD AT THE INFANT SCHOOL
ON TUESDAY 3 JULY 2018

LA GOVERNOR

*Sapna Shah

PARENT GOVERNORS

*Laura Pincus (Infant)

*Claire Rosen

HEADTEACHERS

*Brenda McCafferty (Infant Headteacher)

*Jenny Ayles (Junior Headteacher)

NON-VOTING OBSERVERS

*Amy Simpson (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

18/23 **Welcome**

The Chair welcomed all Governors to the meeting.

18/24 **Acceptance/Non- Acceptance of apologies for absence**

Apologies were received and accepted on behalf of Rachel Beard. It was noted that both Tim Jackson and Katie Fearn had to leave by 7.45pm.

18/25 **Declaration of Pecuniary Interests**

Farnoush Bikdeli reminded that she was also a Governor at Christ College.

18/26 **Record of Governing Body training/presentations**

The Chair agreed to send the attendance at meetings.

Action: Chair

The schedule of presentations would need to be discussed in accordance with the annual cycle. The Chair and Vice Chair agreed to discuss this alongside the Four Year Plan.

Action: Chair/Vice Chair

18/27 **Minutes of the meeting held on 27 March 2018**

The Part I Minutes of the meeting held on 27 March 2018, copies of which had been circulated prior to the meeting, were **CONFIRMED** as a fair representation of the meeting, subject to the following amendments:

18/6 Matters Arising, *17/75 Annual review of committee structure, membership and Terms of Reference*: Claire Rosen had also been added to the Personnel Committee.

18/15 Governor Visits: Anna Black had met with Maria Pitsillides on 13 December 2017 to discuss the Single Central Record (SCR). Laura Pincus had also met with Pnina Joffe on 22 March 2018 to discuss the SCR.

18/28 Matters Arising

18/4 Record of Governing Body presentations on 17 January 2018: The Chair agreed to re circulate the briefing notes from the meeting if he had not already done so.

Action: Chair

18/6 Matters Arising, *17/75 Annual review of committee structure, membership and Terms of Reference*: The Chair agreed to re circulate the final version.

Action: Chair

18/18 Governor Support and Development and report of the Link Governor: Claire Rosen confirmed that she had completed the New Governor training.

18/29 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

School roll and staffing were tabulated in the document. There was a total of 304 students. The IHT noted the omission of Jenny Catley under SEN staff.

The IHT noted that both Amy Simpson and Anna Javorkova had returned from maternity leave. Eleanor Furze was thanked for her work during Amy's absence.

Two new teachers and two new Teaching Assistants (TAs) had been appointed for September.

It was noted that from 27 March 2018, two children from the same family had left the School as they were moving abroad. There had been no new joiners during this period.

The number of children in receipt of Pupil Premium was 53. Targeted interventions were delivered to these children including such initiatives as Talk Boost and Write Away Together.

The School continued to rigorously measure and monitor interventions at regular intervals, evaluating them to ensure a focus on pupil outcomes and their progress. Pupil progress

meetings were also held termly to allow for an evaluation of progress made by Pupil Premium children and to identify and address any gaps or concern in provision.

The total number of children on the SEN register was 35. The number of children being monitored, on SEN support or had an Educational Health Care Plan (EHCP) was 90.

A list of CPD undertaken by staff was listed in the report. This included both Amy Simpson and Eleanor Furze updating their Level Three Safeguarding DSO training.

Personal development, Behaviour and Welfare

Attendance for the spring term was 96.26%; higher than the national expectation of 96%. In the summer term, attendance was 95.98% with 3.26% Authorised absence and 0.76% unauthorised.

The IHT confirmed that Persistent Absentees were addressed, meeting with parents and also some receiving visits from the EWO.

There had been no official complaints nor any exclusions or incidents of racial harassment.

Teaching, Learning and Assessment

The IHT noted that all TAs had been observed by their appraisal reviewer. Teacher appraisals were currently underway.

Outcomes for pupils

Governor attention was drawn to the provisional data for 2018. The School had been moderated for the Foundation stage and two external moderators visited the School to talk to the Reception team.

Governors commended the positive results. For Reception, 75% of pupils achieved a Good Level of Development (GLD). The IHT noted that this had been a very challenging cohort with five children with an EHCP.

For KS1, children scored 82% in Maths, 79% in Writing and 82% in Reading. These results were all higher than national.

Governors also noted the positive Phonics results with 81% of children achieving. Following a Governor question, the IHT explained that although this result was lower than Barnet in 2017, the scores for 2018 were not yet known. She added that most of the children who did not achieve were in receipt of a support plan.

A Governor enquired into whether the focus on summer born children had been effective. The IHT explained that a detailed analysis of results had not been undertaken yet. This would be discussed further at the next meeting.

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 by their respective Teacher. All lessons were judged to be good or better practice (56%).

Meetings and training sessions attended by staff were detailed in the report. To develop the School's key focus on reading and vocabulary, the subject leader had attended a course run through Talk for Writing. The School was also planning to apply to NACE for a formal assessment of their practice for more able pupils across the curriculum.

One member of staff had revised her Safer Recruitment training and another their Safeguarding Level Three. Three members of staff had also renewed their First Aid certificates.

Leadership and Management

The JHT noted that appraisals of TAs were completed under the new structure and job descriptions and all appraisal objectives had been met.

Safeguarding and pupil wellbeing: The JHT explained that the SLT and Wellbeing leader held their termly meeting to review vulnerable pupils at the School. The School continued to work with social services, CAHMs, the Virtual School and other agencies on existing cases. As of June 2018, the School had 38 children on their wellbeing and monitoring list and 31 on their concerns list.

A fire drill took place and the School was evacuated in one minute. Governors commended this noting that there was no upper playground, the usual assembly point.

The IHT explained that this was the same for the Infant School. It was the third drill of the summer and was not announced. This drill also had to include an obstacle.

Personal Development and Welfare

Attendance for the spring term was 96.4%, 3% of the absence was authorised and 0.6% unauthorised.

There was one incident of racist terms being used. A Governor challenged as to how these incidents were being dealt with. The JHT explained that these incidents were always treated very seriously with both the child and family spoken to. There may also be a follow up with the whole class as well. She highlighted the importance of the child understanding the incident.

A Governor further asked whether the School did anything to pre-empt such incidents. The JHT cited such activities as Black History month as well as Arts weeks which had focused on identity, embracing and enjoying others' backgrounds.

Governors also noted Brookland's core values of tolerance for example. Pupils were reminded of these during assemblies.

Outcomes for Pupils

Headline figures for the spring term were detailed in the report. 84.2% of pupils were making good or better progress in Reading, 86.5% in Writing and 89% in Maths.

A Pupil Survey was carried out by the Deputy Headteacher in January with 12 classes completing confidential questionnaires about their experience of Brookland Junior. The findings were shared with all staff and helped to inform the SDP and action points for the 2018/19 plan.

Following a Governor question, the JHT explained that the questionnaire allowed for agree/disagree answers. The pupils had responded well.

The number on school roll was 355. 26 pupils were entitled to FSM, 54 Pupil Premium, six with an EHCP and 42 identified as SEN.

Governors commended the pupil performance at Cherry Tree Woods as part of the Finchley Festival. They were also scheduled to perform at the Open Evening on Thursday 5 July.

18/30 **Staff Governors' reports**

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

18/31 **GDPR Update**

Governors were provided with an update on the GDPR regulations, which were now in effect. It was noted that the School had undertaken a lot of work to ensure that they were compliant. There was a GDPR working party comprising of Pnina Joffe, Maria Pitsillides, the Headteachers and Laura Pincus. They had attended a number of courses and had been involved in extensive communication.

It was confirmed that there was a plan in place for anything not yet completed. All suppliers and Lettings had been contacted and all necessary policies were in place.

It was noted that it was ineffectual to re write all policies. It had therefore been decided that, moving forward, when policies were scheduled for review, the GDPR compliance element would be added.

Laura Pincus agreed to circulate the necessary GDPR element to all Committee Chairs.

Action: Laura Pincus

The Action Plan would also be circulated.

Action: Laura Pincus

18/32 **Committee Reports**

Safeguarding Committee

Minutes of the meeting held on 22 June, circulated prior to the meeting, were received and noted by Governors.

The Chair of the committee provided an overview of the meeting. It was noted that a number of policies had been discussed and approved. The Lockdown and Critical Incident Policies had both been reviewed and would be practised with staff in September.

The committee discussed procedures related to how children left the school at the end of the day in order to assess any risks. There had been no issues in this regard. The School

continued to be proactive and diligent in all areas of safeguarding. A Safeguarding walk was scheduled for 16 July.

Curriculum Committee

Minutes of the meeting held on 22 May had been circulated. The Chair of the committee provided an overview. The committee had discussed Governor Visits and comprised a list of useful questions for Governors to ask when they met with their Subject Leaders.

They had also reviewed Teaching and Learning policies and further thanked the Staff for all their hard work on the SATs.

The Relationship and Sex Education Policy had been discussed; there was an updated programme this year.

They also noted potential Ofsted training for September.

Finance Committee

Minutes of the meeting held had been circulated. The Chair of the committee provided an overview of the meeting held.

A Governor noted the difficulty of understanding the codes used in the minutes. The Chair agreed to share a copy of the BVAC which would help with this.

Action: Sapna Shah

It was noted that the Schools had a new Finance Officer shared between them both. They had also chosen to use a new catering supplier- AIP after a lengthy tendering process. The cleaning contract would be reviewed shortly.

The committee were scheduled to meet again on 6th July; they would discuss Pupil Premium funding in detail.

Governor attention was drawn to the Audit reports received for both Schools. Some areas had been identified, for example additions to the Financial Management Policy. Sapna Shah had agreed to review these over the summer.

Action: Sapna Shah

Some points in the Audit report had also been disputed by the Junior School, for example the terms for Lettings Agreements. These were currently being reviewed.

For the Infant School, the IHT confirmed that she was already aware of the issue with fixed assets. The asset register for each room had been discussed at the Finance committee, with a plan in place to review this each year.

It was confirmed that both Audits had been considered by the Finance committee on behalf of the Full Governing Body. The Chair agreed to report this back to the Audit team at the LA.

Action: Chair

Premises Committee

Minutes of the meeting held on 23 March, circulated prior to the meeting, were received and noted by Governors.

The Chair of the committee provided an overview of the meeting. It was noted that the Y4 huts were being built. An update on the swimming pool was provided; there was a slight delay on behalf of the Local Authority. £8,000 had been spent by the School on the swimming pool this term to enable it to be used.

Tim Jackson, Rupert Mace and James Flanagan were thanked for all their hard work on the various projects.

Communications and Community Engagement Committee

Governors were reminded to send any information for the newsletter to Katie Fearn by Friday 6 July.

Personnel Committee

Minutes of the meeting held on 15 June, circulated prior to the meeting, were received and noted by Governors.

The Chair of the committee provided an overview of the meeting. He noted that the Mental Health and Wellbeing policy would be finalised in the autumn term. The committee had also discussed the retention of employees; the Headteachers had been charged with thinking of ideas to assist with this on a day to day basis.

The Staff Code of Conduct was with staff to review and the Governor Code of Conduct was scheduled for approval in the autumn term.

Strategy Committee

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

The Chair of the committee reminded that this was a committee comprised of heads of all the committees, with delegated responsibility to discuss key, high level issues. The committee had discussed ideas for the SDPs and had reviewed the risk register.

Governors were reminded that all committee agendas should have a standing item on risk. These could then be reported back to the Strategy Committee.

18/33 Governor Visits

The Governors Log had been updated.

Governors were asked to email Laura Pincus or Farnoush Bikdeli if they had completed any visits.

A Governor noted the utility of sharing minutes from Link Visits; this was especially helpful when taking on a new subject area. It was also useful to review how these could be communicated to Subject Leaders.

It was agreed that when a Governor met with their Subject Lead that this be shared with all Governors.

The Curriculum Committee agreed to discuss this further.

Action: Curriculum Committee

Anna Black provided an overview of her meeting with Cara Christie and Amy Simpson on Pupil Premium. She noted how informative the meeting was, discussing the various strategies and interventions in place.

The IHT noted that Amy Simpson had also mentioned how challenging and supportive she had found the meeting.

Sapna Shah had also undertaken a Maths visit. She was given a plan of the lesson at the start which she found very useful, enabling her to focus more on her role as a Governor during the visit.

Simon Greenhouse was thanked for his coordination of Arts week, highlighting the breadth and diversity of activities on offer.

18/34 Chair's Correspondence

The Chair noted that he had received a letter from Mr. Ingram regarding the building works. He confirmed that he had taken action where necessary.

18/35 Report of the Director of Education and Skills

1. Educational Standards in Barnet 2016/17

Barnet now have the final, validated results for all measures for all key stages for the school year 2016-17. A summary of the key points were set out in the document.

It was noted that this was testimony to the quality of education provision in Barnet schools and the hard work and dedication of school staff - leaders, teachers and support staff.

There were also a number of areas for development, which have been discussed, shared and agreed at meetings with headteachers and reflected in Barnet's School Improvement Strategy.

Governors noted this information.

2. Governance self-evaluation audit Tool

Governing Bodies that submitted Audits by the deadline should have received feedback and schools subscribing to the Governance Advice Officer (GAO) service can request more enhanced feedback to aid improvement and planning.

Undertaking regular evaluation to monitor and improve the quality and impact of governance continues to be a feature of effective governance. Submitting your audit also provides the Local Authority with a picture of governor effectiveness across the borough and helps to identify themes, trends and training requirements.

Governors noted this information.

3. General Data Protection Regulation (GDPR) for Governors

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.

4. Governor Services: Timetable for Governance Advice Officer (GAO) briefings

Schools buying into the Governance Advice Offer (GAO) package received a variety of benefits, including a termly GAO briefing to offer strategic advice and guidance on governance matters.

Each GAO briefing contained regular standard items on themes including policies, school website compliance, shared experiences from Governor colleagues on recent Ofsted inspections, an overview of the termly Governor Support and Development programme, items for additional focus and useful supporting documentation.

Governors noted this information and would be considering buy back at their Finance Committee meeting later in the week.

5. iTrent Transfer Complete- Improving Capita's HR and Payroll Service

Capita HR Solutions successfully transferred to the new HR and Payroll system, iTrent. In Barnet, this change impacted 81 schools with Capita payroll. All schools were scheduled to receive their iTrent login information by email w/c 16th April 2018.

6. Barnet Chairs Development Programme

This summer a Barnet Chairs Development Programme has been launched, designed to support the personal and professional development of Chairs to help them undertake their role. The programme will have an emphasis on self-development and will require Chairs to reflect on their practice throughout the year, including undertaking a 360 degree appraisal.

Governors noted this information.

18/36 Governor Support and Development and report of the Link Governor

Governor attention was drawn to the training available. Farnoush Bikdeli agreed to circulate the new training link once released in September.

Governors were reminded of the speed with which some courses filled up and urged Governors to be proactive.

Farnoush Bikdeli had attended training for registered Governors on GDPR as well as a building and safeguarding audit.

Laura Pincus had also attended training on *The Role of the Curriculum committee*.

Claire Rosen had completed her Newish Governor training.

18/37 **Any other Business**

There was none.

18/38 **Dates of committee meetings**

Dates of committee meetings were noted as:

Safeguarding: 12 October 2018

Finance: 6 July 2018

Curriculum: 16 October 2018

CCE: 14 January 2019

18/39 **Dates of Governing Body Meetings**

Governors were reminded of the previous discussion on the number and frequency of FGB meetings. It was agreed that there would be four clerked FGB meetings, scheduled as follows:

Thursday 27 September 2018

Wednesday 16 January 2019 (preceded by the Curriculum Tea)

Tuesday 26 March 2019

Tuesday 21 May 2019

The Strategy/brainstorming session was scheduled for Tuesday 9 October at 4pm.

The two training/presentation sessions would be scheduled accordingly.