

THE GOVERNING BODY OF BROOKLAND INFANT AND JUNIOR SCHOOLS
MINUTES OF THE MEETING HELD AT THE INFANT SCHOOL
ON THURSDAY 27 SEPTEMBER 2018

LA GOVERNOR

*Sapna Shah

PARENT GOVERNORS

*Laura Pincus (Infant)

*Claire Rosen (Junior)

HEADTEACHERS

*Brenda McCafferty (Infant Headteacher)

*Jenny Aylen (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)

*Christine Rafferty

*Farnoush Bikdeli (Junior Support)

Tim Jackson

*Anna Black

*Michael Farhi

*Shiv Haria Shah

*James Clare

X 2 Vacancy

ASSOCIATE MEMBER

Katie Attwood

*denotes member present

18/42 **Welcome**

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

18/43 **Approval to Co Opt New Governors**

The Chair reminded Governors of the extensive recruitment and selection process that had taken place with a high number of applicants.

Michael Farhi, James Clare and Shiv Haria Shah introduced themselves to the Governors and provided a short overview of their backgrounds. The Governors proceeded to introduce themselves.

Michael Farhi, James Clare and Shiv Haria Shah were proposed as Co Opted Governors. These nominations were seconded. Following a show of hands, all three were unanimously **APPOINTED** as Co opted Governors for a four year period ending on 26 September 2022.

Mark Leibling agreed to mentor the new Governors. He added that the Schools were in a positive position with strong and enthusiastic staff and Governors.

He provided an overview of the meeting structure for the new Governors noting the confidential nature of Part II.

The Infant Headteacher (IHT) agreed to liaise with the new Governors to arrange an appropriate date for them to visit the School for a tour and induction.

18/44 **Acceptance/Non- Acceptance of apologies for absence**

Apologies were received and accepted on behalf of Tim Jackson.

The Chair informed Governors that both Rachel Beard and Katie Fearn had stepped down as Governors and Russell Caller had stepped down as Associate Member. They were thanked for all their hard work and contribution to the Governing Body and School.

18/45 **Declaration of Pecuniary Interests**

Farnoush Bikdeli and the Junior Headteacher (JHT) noted that they were both members of the Governing Body at Christ College. James Clare was a Governor at the Harris Academy, St Johns Wood and the IHT was a Trustee of a Dutch school in England.

Action: IHT

18/46 **Re appointment of Co Opted Governors**

The Chair noted that the terms of office for Emma McCabe, Simon Greenhouse and Chris Rafferty were all near to expiration. It was proposed that the three members be re-appointed as Co-Opted Governors.

Following a show of hands, Emma McCabe, Simon Greenhouse and Chris Rafferty were re-appointed as Co Opted Governors for a four year term ending on 26 September 2022.

18/47 **Appointment of Chair (nominations to be invited at the meeting)**

The Chair indicated that he no longer wished to run for the position of chair. He was presented with a gift on behalf of the Governors who extended their gratitude to all his hard work and contribution to the Governing Body. They commended his steering of the Governing Body for a number of years; the Schools had benefitted from his very inclusive approach and challenge.

Nominations for the position of Chair were welcomed at the meeting. Governors considered the one nomination received on behalf of Laura Pincus. This was seconded by Anna Black.

Upon a show of hands, the Governing Body unanimously **RESOLVED** that Laura Pincus be appointed as Chair for the Academic Year 2018/2019, or until her successor was appointed.

Mark Leibling continued as Chair for the meeting.

18/48 **Appointment of Vice Chair (nominations to be invited at the meeting)**

Nominations for the position of Vice Chair were welcomed at the meeting. Governors considered the one nomination received on behalf of Sapna Shah. This was seconded by Farnoush Bikdeli.

Upon a show of hands, the Governing Body unanimously **RESOLVED** that Sapna Shah be appointed as Vice Chair for the Academic Year 2018/2019, or until her successor was appointed.

18/49 **Annual Register of Business Interests 2018-19 (pro forma attached)**

Governors were requested to complete the pro forma provided in their agenda packs for the meeting and return these to Farnoush Bikdeli for inclusion in the Register of Business Interests.

It was **AGREED** that Governors would complete their forms and return them to the School office if not submitted at the meeting.

Action: All Governors

18/50 **Minutes of the meeting held on 3 July 2018**

The Part I Minutes of the meeting held on 3 July 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:

18/25 **Declaration of Pecuniary Interest:** Farnoush Bikdeli was a Governor at Christ College.

18/27 **Minutes of the meeting held on 27 March 2018, 18/15 Governor Visits:** It was clarified that Anna Black had met with Maria Pitsillides in the Junior School on 13 December 2017 and Laura Pincus had met with Pnina Joffe in the Infant School on 22 March 2018 to review the Single Central Records.

18/29 **Headteachers' Reports, Junior School report, Outcomes for Pupils:** The pupil performance was at Cherry Tree Woods.

18/31 **GDPR Update:** It was clarified that there was a GDPR working party in place.

18/32 **Committee Reports, Finance Committee:** It was noted that the Schools had a new Finance Officer shared between them both. A new catering supplier had also been chosen after a lengthy tendering process.

18/51 **Matters Arising**

18/26 **Record of Governing Body training/presentations:** The Chair noted the utility of a Governor taking minutes at the unclerked meetings. This would help to make them more formal.

18/31 **GDPR Update:** Laura Pincus agreed to circulate the necessary GDPR sentence to all Committee chairs to update policies where necessary.

Action: Laura Pincus

18/33 **Governor Visits:** JHT confirmed that she had completed her questions for Governor visits. The IHT was in the process of this.

18/35 **Report of the Director of Education and Skills, 4. Governor Services: Timetable for Governance Advise Officer (GAO) briefings:** The Chair noted that the School had not confirmed what action they wished to take in regard to these services. There had also been a number of training sessions that had been cancelled. The Chair agreed to follow this up with Sarah Beaumont.

Action: Chair

This would also be discussed further at the next Finance Committee meeting.

Action: Finance Committee

18/35 Report of the Director of Education and Skills, 5 iTrent Transfer Complete-Improving Capita's HR and Payroll Service: The HTs noted that the School had experienced a number of issues and difficulties with this transfer. iTrent went live without any training and the Bursar and office staff at the Schools had many problems making changes to contracts or hours where necessary. This resulted in some staff being incorrectly paid.

These incorrect payments incurred fines from the Local Authority (LA) as well as having an impact on the Schools ability to budget staffing costs accurately.

It was noted that there had also been problems with the interim system.

Following a Governor question, the IHT explained that the School were challenging the fines and had sent their complaints to the LA, who had subsequently implemented training for users.

18/52 Annual Review of Committee Structure, Membership & Terms of Reference

The Chair provided an overview of the committee structure, noting that there were currently six committees in addition to a Strategy Committee (comprised of the Chairs of all the other committees) and a Headteacher Performance Review Panel.

The membership of each committee was reviewed with Governors given the opportunity to change their membership.

An updated committee list can be found in Appendix A.

Governors discussed Subject Leads and any areas that they wished to cover.

Sapna Shah provided an overview of the role of a Link Governor. She noted that Link Governors met with their respective subject leads each term. These visits were recorded with notes formulated and shared with Governors.

She added that these visits allowed for a good thread into the School, with the opportunity to see lessons in action and witness the transition between the years.

Governors were reminded that these visits did not take the same form as an observation.

It was noted that for the core subjects, those Link Governors also needed to sit on the Curriculum Committee.

Following a Governor proposal to take on the role as English Link another Governor challenged as to whether this jeopardised the independence of the role and suggested that it might be better if the core subjects were linked to non-staff Governors.

A discussion ensued amongst the Governors regarding this, noting that the Governor role was very specific and urged that through using the correct guidance properly, Governors carried out these visits as Governors and not as staff members or parents for example. It also allowed the staff member to visit and review other subject areas that they were not always exposed to, with the opportunity to witness the transition across the years.

Following this, Governors resolved that staff Governors could be Link Governors for core subjects; this would be reviewed in a few months.

Governors were reminded that at the first of each committee meetings, Chairs should be appointed and Terms of Reference reviewed.

Action: All Committees

There was a short break in the meeting.

18/53 Governor Code of Conduct

Governor attention was drawn to the Governor Code of Conduct, circulated prior to the meeting. The document was reviewed in the Personnel Committee and had been updated accordingly. It was accessible on the School website.

Governors all **AGREED** to the Code of Conduct.

18/54 Approval of residential trips

Governors were reminded of the residential trips coming up in both Schools. In the Infant School, the children had the opportunity to attend a residential trip at Moat Mount. This was a one overnight stay staggered across the classes scheduled for 25 June to 28 June 2019.

Following a Governor question, the IHT confirmed that other options for trip locations had been explored. Moat Mount, however, was very close to the School, which allowed children to only attend during the daytime, and for parents to collect their children before bedtime if necessary. It also offered a vast number and array of activities for the children and was very good value for money.

A Governor noted that she had undertaken some independent research for alternative destinations and had been unable to find something as valuable and beneficial for the children.

Following a show of hands, Governors **APPROVED** the residential trip to Moat Mount.

For the Junior School the JHT explained that Osmington Bay had been provisionally booked for Autumn 2019. She noted the opportunities for the children to experience and gain new life and team skills as well as the challenges and different opportunities available.

The Governors joined the JHT in recognising the benefits of holding the trip at the beginning of the academic year, with a notable difference in the children in terms of their resilience, reliance on one another and maturity.

Following a show of hands, Governors **APPROVED** the residential trip to Osmington Bay.

18/55 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. Governors were also encouraged to email the HTs in advance of the meeting with any questions or comments.

The IHT noted that the report was very similar to that presented in the summer term to Governors.

Leadership and Management

The number on school roll was 313. Staff allocation per year was tabulated in the document.

There were a total of 53 Pupil Premium children in the School, all in receipt of specifically tailored interventions. The IHT explained that during the school year, these interventions were rigorously measured and monitored with each one evaluated half termly with a focus on outcomes for pupils.

Following a Governor question, the IHT explained that the Proprioception group (one of the targeted interventions delivered) met three times a week. It was comprised of approximately ten to twelve children some of which had an Educational Health Care Plan (EHCP). The group focused on balancing, catching and throwing to strengthen the childrens' core strength and motor skills.

In terms of Special Educational Needs (SEN), there were 55 pupils being monitored, 25 in receipt of SEN support and 10 with an Educational Health Care Plan (EHCP). The total number of children on the SEN register was 35; 11.5% of the school population.

Personal development, Behaviour and Welfare

Attendance for the Summer term was 95.98%. There had been no official complaints made to the School and no exclusions or cases of racial harassment.

Teaching, Learning and Assessment

The IHT noted that all teachers and TAs had completed their summer term observations.

Outcomes for pupils

It was noted that the School was moderated for Foundation Stage with two external moderators visiting the School to talk to the Reception team. The outcome of these had been positive.

Pupil Progress meetings were completed with a focus on progress made by disadvantaged children as well as those at risk of underachieving. This discussion also involved provision for more able children ensuring that there was sufficient challenge for all.

Governor attention was drawn to the Power point presentation circulated prior to the meeting which provided a further analysis of attainment for 2018.

Governors commended the positive SATs results.

A Governor queried the Phonics results and asked if these were cohort specific. The IHT explained that Phonics results had been slightly below national for the past few years. Reading results however, remained high. She noted that children often had the ability to read but had difficulty with the decoding that Phonics testing focused on.

She added that Phonics was one of the key priorities for the School next year. She agreed to circulate these priorities to Governors.

Action: IHT

Following a Governor question, the IHT confirmed that there was strong Phonics teaching undertaken at the School but that this was not the only strategy for Reading used.

A Governor enquired into whether Phonics had been discussed with partner schools. The IHT confirmed and was confident that the School were taking the right approach to Phonics teaching in the School.

Following a Governor question, the IHT clarified that Phonics grades did not inform teaching practice but outcomes were reviewed.

The IHT explained that GDS stood for Greater Depth Standard. The acronym list would be updated.

The IHT agreed to circulate the Pupil Premium report.

Action: IHT

A Governor enquired into why specific groups/ races were tabulated in the data. The IHT explained that these were set according to the identified vulnerable groups, nationally classified.

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.

Leadership and Management

The JHT noted that the monitoring of teaching and learning continued with teachers formally reviewing their appraisal targets and staff working collaboratively to collate the impact of their school development action plans over the year.

Appraisal targets for TAs were also reviewed and new targets set in line with the new appraisal structure.

Pupil Progress meetings were undertaken for all year groups highlighting the teachers' in depth knowledge of each pupil's strengths and needs as well as informing decisions about intervention planning for Pupil Premium, SEN and other target pupils.

A Governor asked for clarity on the number of children listed under safeguarding and pupil wellbeing. The JHT explained that there were 68 children in total, 37 on the wellbeing monitoring list and a further 31 on the concerns list. The safeguarding team met every term to review these lists and prioritise accordingly. She added that with the concerns list, other agencies were often involved.

A Governor enquired into the support offered to NQTs. The JHT explained that there was a specific support plan in place for NQTs with mentors as well as a further package from Barnet. These included structured observations as well as tailored support from the staff team as priorities were identified. She added that NQTs were also supported by the School in their second year, with a formal structure for this in place. Class teachers within year groups worked very collaboratively and this added an extra layer of support.

Following a Governor question, the JHT confirmed that NQTs as well as all staff were supported with their mental health. She added that the School did not always disclose who

the NQTs were to parents and in parental presentation meetings, teachers across the year group were involved together. This helped to further embed the collegiate feeling.

Teaching, Learning and Assessment

The report detailed the numerous trainings and staff development activities that had been undertaken across the School.

Teachers and Teaching Assistants (TAs) had met to discuss and update support plans for SEN pupils with interventions used updated and their impact reviewed.

Personal Development and Welfare

Attendance for the academic school year was 96.5%, higher than the national average of 96%.

There had been one incident of racist comments recorded this term. This had been followed up with the families and classes.

Outcomes for Pupils

Governors commended the positive SATs results and asked the Headteacher to pass on their congratulations to the staff and children.

Following a Governor question, the JHT explained that the School had not received any useable data profile from Barnet; they would be receiving a 10% refund for this traded service. Both Deputy Headteachers however had undertaken in depth analysis of the results. The analysis would be shared with the relevant committees.

Governor attention was also drawn to the SDP, SEN report and draft Pupil Premium report tabled at the meeting.

Governors were asked to email the JHT with any comments or questions on these documents.

A list indicating secondary transfers had been circulated prior to the meeting. 18% of pupils had moved to state selective and fee paying selective schools.

A Governor commented on the Parent survey and the percentage of parents who answered 'I don't know' to whether the School dealt effectively with bullying. The JHT explained that many parents ticked don't know in response to this question and many parents may not be aware of the specific procedures followed and so the School were working to improve this. She assured Governors that the children were very much aware of the necessary procedures and parent and pupil feedback in the survey was overwhelmingly positive about children feeling safe and happy at school etc.

18/56 **Staff Governors' reports**

The Infant Staff Governor's reports had been covered in the IHTs report. Simon Greenhouse agreed to send out his report for the Junior School for the next meeting.

Action: Simon Greenhouse

18/57 **Committee Reports**

Committees had not yet met since the summer term.

18/57 **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 few examples of Governor Visits were detailed.

Farnoush Bikdeli noted that she had met with Nicola Cass and Zoe Ingram to discuss the programme for parents with English Additional Language (EAL).

Anna Black and Laura Pincus had completed a safeguarding walk on 16 July 2018 in both Schools. They confirmed that all was in place and was positive. They were exceptionally pleased with the depth of knowledge of the children and what they knew about safeguarding protocols, that they felt safe in School and knew who to talk to. The Staff knowledge was also very concrete.

Mark Leibling had also visited the new Y4/5 building and commended the building company net zero for their amazing and timely work. Governors also extended their thanks to James Flanagan, Rupert Mace and Tim Jackson.

There was an opening event on 2 October 2018 between 4 and 5pm if Governors wished to view them.

18/58 **Chair's Correspondence**

The Chair noted that he had received correspondence from a family who were distressed about the adjudication that had been passed on the Archer Academy in August in relation to their Admissions criteria for September 2019. The criteria would now be based on a percentage allocation with the priority postcodes (after other core categories had been considered). They were required to remove all feeder school places.

The family were asking for the School to support their complaint against the Schools Adjudication Office.

A discussion ensued amongst the Governors. They noted the effect of these changes on families of Brookland Schools.

Governors charged the Chair with writing to the Office of Schools Adjudicator as well as the Barnet Admissions team in support of the parents. This was in regard to the timing and process of the decision; Governors were not commenting on the decision itself.

Action: Chair

The Chair had also received emails from neighbours of the Schools regarding parking and traffic.

A discussion ensued amongst Governors about what further action could be taken to address these issues. It was noted that numerous and extensive action had been undertaken by the Schools. The IHT added that the majority of parents were very helpful.

18/59 Report of the Director of Education and Skills

1. Provisional Achievement in Barnet

2017-18 was another successful year with regard to the achievement of pupils at the end of each key stage. The report provided an analysis of the current data available.

2. Ofsted Monitoring Visit Report 31 July – 1 August 2018

OFSTED visited the Local Authority (LA) on 31 July and 1 August for their fourth monitoring visit. The outcome of the visit was positive and aligned to the LA's expectations about their present performance. It was noted that there was much more to do with the focus going forward being on ensuring that assessments and plans were of a consistently good quality.

3. Governance Self Evaluation Audit Tool

Many Governing Boards in Barnet now conduct an annual self-evaluation of their own effectiveness, which they use to drive improvement in the quality and impact of governance.

Over the past three years, the Barnet Governance Self-Evaluation Audit tool has been used by the LA to gather data, which has helped build up a picture of the effectiveness of governance, (set out in the Director's Report Summer 2018) and also identify themes, trends and training requirements.

All governing boards of maintained schools are asked to complete and return the 2018/19 Governance Self-evaluation Audit to Sarah Beaumont at sarah.beaumont@barnet.gov.uk by Friday 14 December 2018. Responses from academies and free schools are also welcomed.

4. Revised Guidance for Maintained Schools on Applying for Funding of Redundancy Costs

The council has revised and updated its guidance to maintained schools on applying for funding of redundancy costs. This brings the guidance into line with revised DfE guidance on 'Schemes for financing schools' issued in March 2018.

The revised guidance emphasises the importance of schools planning budgets well in advance (with 3-year budget plans) in order to seek to avoid unnecessary redundancy costs.

5. School Admissions and Place Planning – Update for 2018

It was noted that the upward demand for Reception places in recent years reached a peak in 2016 and has fallen significantly in the last two years.

For the September 2018 entry, Barnet received **4214** on-time applications, up 17 compared to the previous year. In addition, **746** applications were received in respect of out-borough children; also up 17 compared to the year before.

6. Connect- The Network for Global Learning in Education

From September until the end of the financial year Barnet with Cambridge Education are allowing all Barnet schools to become Level 1 Connect members free of charge.

CONNECT, formerly North London Schools International Network (NLSIN) provides ongoing specialist support for schools in accessing and gaining maximum benefit from international

funding, training and curriculum development opportunities. Connect schools have a high success rate for funding applications.

7. Governor Service: Enhanced Support from the Governance Advice Officer (GAO) Service

Schools buying into the Governance Advice Officer (GAO) package are receiving enhanced strategic support as more features are added. Benefits include a termly GAO briefing to offer strategic advice and guidance on governance matters, a GAO termly newsletter, and strategic support for your Clerk.

The next termly GAO briefing for all Governors of subscribing schools will take place on **Wednesday 10 October 2018 at 7 – 9pm** and, as always, will contain 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.

The Chair drew Governors' attention to a document circulated by the NGATES on Governance. The document outlined a number of concerns and areas raised by Governing Bodies. He commended the Governing Body for its diverse and reflective nature, noting that the majority of the areas raised in the document did not apply to them.

18/60 Governor Support and Development and report of the Link Governor

Farnoush Bikdeli had circulated the link for the new training available.

The HTs agreed to circulate the dates for the School INSETs.

Action: Headteachers

18/61 Any other Business

New Governors

Enhanced DBS Checks would need to be completed for new Governors. They would also need photos taken and name cards created.

Action: Headteachers

Governor Website

It was noted that the Governor section of the School website was now live on the Junior School page. All documents will be uploaded to this section in future by the Chair. Governor Usernames and passwords had been emailed to Governors.

Committee chairs were asked to send documents and minutes to the Chair for uploading to this area.

Ways of working

The Chair noted the importance of approving minutes. He added that this could be undertaken via email.

Brexit

A Governor enquired into whether the School had witnessed an impact of Brexit on the children. The IHT noted that the Infant School had received a few more requests to support applications for residency.

It was suggested that some further analysis on this be undertaken.

18/62 **Dates of committee meetings**

Dates of committee meetings were noted as:

Safeguarding: 9 November 2018 at 8.15am

Finance: 12 October 2018 at 2.30pm

Curriculum: 16 October 2018 at 8.30am

CCE: 14 January 2019 at 2pm

Personnel: to be arranged by email

Premises: to be arranged by email

18/63 **Dates of Governing Body Meetings**

- Tuesday 20th November 2018 (unclerked training and presentations)
- Wednesday 16 January 2019 (preceded by the Curriculum Tea) at 5pm
- Tuesday 26 March 2019
- Tuesday 21 May 2019
- Tuesday 2nd July 2019 (unclerked training and presentations)

The Strategy/brainstorming session was to be rescheduled for the Spring term.