

**GOVERNING BODY FOR BROOKLAND INFANT AND JUNIOR SCHOOLS**  
**MINUTES OF THE MEETING HELD AT THE SCHOOL**  
**ON THURSDAY 13 NOVEMBER 2014**

**MEMBERS**

**LA GOVERNORS**

Erach Amaria  
Rebecca Simon  
\*Emma Howard  
1 Vacancy

**STAFF GOVERNORS**

\*Brenda McCafferty (Infant Headteacher)  
\*Jenny Ayles (Junior Headteacher)  
\*Simon Greenhouse (Junior Teacher)  
\*Phil Mulvihill (Infant Support)  
Maria Chapman (Junior Support)  
\*Emma McCabe (Infant Teacher)

**PARENT GOVERNORS**

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

**COMMUNITY GOVERNORS**

\*Katie Attwood (Vice Chair)  
\*Rachel Beard  
Christine Rafferty  
1 Vacancy

\*denotes member present

**NON-VOTING OBSERVERS**

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

**IN ATTENDANCE**

Mr George Peradigou – Clerk

**PART I**

14/105 **WELCOME**

The Chair welcomed Governors to the meeting.

14/106 **PRESENTATIONS TO GOVERNORS**

The Chair explained that, while presentations to Governors would usually take place at the second meeting of every term, there were no presentations to be made at the meeting.

In response to a query from the Chair, Governors suggested the following topics for future presentations:

- Purple Mash Demonstration on an interactive whiteboard
- Raiseonline Analysis

*Karen Tickner joined the meeting at this point.*

14/107 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted on behalf of Rebecca Simon, Erach Amaria, Christine Rafferty, Maria Chapman.

14/108 **DECLARATION OF PECUNIARY INTERESTS**

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

14/109 **MINUTES**

The Part I minutes of the meeting held on 29 September 2014, copies of which had been circulated prior to the meeting, were checked for accuracy. They were then **CONFIRMED**, initialled and signed by the Chair, subject to the following amendments:

**14/88 Junior School Headteacher's Report: Christ College Access**

The first sentence was amended to read: The Headteacher reported that a successful meeting had taken place with the Headteacher of Christ College to discuss site access for Brookland Infant and Junior School parents.

**14/97 Headteachers' Performance Appraisal Panel**

The paragraph was amended to read: It was **AGREED** that the Headteachers' Performance Appraisal Panel would consist of the Vice Chair, Rebecca Simon and the Chair.

14/110 **MATTERS ARISING**

**14/88 Junior School Headteacher's Report: Stakeholder Views**

Following Governors' suggestions, the Headteachers undertook to use Parent View to obtain feedback from parents and to time this so as to tie in with the School Development Plan (SDP).

Action: Headteachers

**14/88 Junior School Headteacher's Report: Christ College Access**

It was noted that 42 parents now had passes to the Christ College access. The Junior School Headteacher undertook to continue to announce in the parent newsletters the process for obtaining passes.

Action: Junior School Headteacher

**14/93 Annual Review of Committee Structure, Membership and Terms of Reference.**

The Chair said that he was still waiting for the Premises, Health and Safety Committee and the Personnel Committee to submit their terms of references.

Action: Premises, Health & Safety Committee and the Personnel Committee

### **14/95 Education and Skills Director's Report to Governors: School Improvement**

A discussion ensued regarding knowledge sharing and Governors noted that schools were currently submitting their ideas about which school improvement partnerships they preferred to be in. Following a Governor's enquiry, the Headteachers explained that this was usually decided based on similarities, such as size and intake.

It was noted that the school anticipated that it would receive updated information concerning its suggested partnerships during the following term.

### **14/95 Education and Skills Director's Report to Governors: School Balances**

Governors noted that a number of primary schools had high revenue balances which required further scrutiny by the Schools Forum. It was noted that the Schools' balances were not high enough to warrant an investigation.

### **14/98 Any Other Business: Policies and the School Website**

The Chair had previously requested that committees ensured that updated versions of policies within their remit be uploaded to the School's website.

Governors noted that new regulations had emerged which stated how often policies needed to be updated. The Headteachers undertook to update the four-year plan according to the new guidance.

Action: Headteachers

### **14/111 ASSESSMENT DATA ANALYSIS 2013-14**

The Chair reminded Governors that the 2013-14 assessment data reports had been reviewed at the previous meeting and were for Governors to note and send any return any questions to the Headteachers. He explained that the data had been analysed in detail by the Curriculum Committee and data volunteers, who would convey any concerns to the Governing Body.

### **INFANT SCHOOL**

Governors noted the information within the assessment data analysis report, copies of which had been circulated prior to the meeting. Arising from the report:

In response to a Governor's question, the Headteacher explained that girls performing better than boys in the Early Years Foundation Stage (EYFS) was a consistent trend as boys tended to develop later than girls. She explained that, in Key Stage (KS) 1, boys were performing better than girls which was testament that the School's interventions were having a positive impact on their progress. When questioned further, the Headteacher explained that the School carefully and purposefully chose topics of interest to both genders in order to hold the attention of pupils. Governors noted that the boys were still performing above the Barnet average, but not as high as the girls.

## **JUNIOR SCHOOL**

Governors noted the information within the assessment data analysis report, copies of which had been circulated prior to the meeting. Arising from the report:

The Headteacher reminded Governors of the changes to Key Stage 2 teacher assessments and SATs reading, writing and maths. In response to a Governor's query, the Interim Deputy Headteacher explained that the main challenge for the School was to retrain pupils and help them adjust to the new test formats.

Governors joined the Chair in thanking both Deputy Headteachers for their in-depth assessment data analysis reports.

### 14/112 **TARGET SETTING**

Governors noted that, while there was no longer a statutory requirement to set and publish targets, it remained good practice to continue this in order to monitor standards and inform school improvement planning.

#### **Infant School**

Governors noted the aims and targets for the next academic year and the processes by which the School planned to achieve them.

When questioned, the Headteacher explained that targets for the next academic year were lower than the results achieved in the current year because the cohort for the next academic year were starting from a lower level. She added that the targets also accounted for the higher demands placed on pupils by the new national curriculum assessments.

Governors acknowledged the dramatic increase of pupils with English as an additional language (EAL) in recent years to almost half of the pupils in the School. The Deputy Headteacher explained that this was a major barrier for progress. The Headteacher was challenged to break down the EAL category further to allow for more in-depth analysis and tailored support. The Deputy Headteacher explained that this was being done through pupil progress monitoring where pupils were supported in language acquisition.

In response to a Governor's query, the Headteacher confirmed that EAL pupils were paired up with those who spoke the same language as themselves through a buddying system.

#### **Junior School**

Governors noted the aims and targets for the next academic year and the processes by which the School planned to achieve them.

The Chair remarked that, in the revised targets for Year 6 for the next academic year, Speaking and Listening targets had dropped while writing had remained consistent. The Headteacher and Deputy Headteacher explained that the new curriculum assessed the ability of pupils to listen and respond directly to what they are listening to and that the current cohort had not

progressed in this area as much as they had planned. When questioned, the Headteacher assured Governors that support was in place and explained the various interventions being implemented.

The Chair invited Governors to read through the target setting summaries for both Schools and send the Headteachers any further questions.

#### 14/113 **SCHOOL DEVELOPMENT PLAN (SDP) MID-YEAR REVIEW**

##### **Infant School**

The Infant School SDP Mid-Year Review, a copy of which was circulated prior to the meeting, was noted by Governors. Arising from the discussion:

The Headteacher suggested that Governors use the parts of the SDP most relevant to them as subject-links as the basis for their visits to the School and discussion with subject links.

Action: Governors

##### **Junior School**

The Junior School SDP Mid-Year Review, a copy of which was circulated prior to the meeting, was noted by Governors. Arising from the discussion:

The Headteacher remarked that there had been an overwhelming amount of new government initiatives and legislation changes during the year. It was noted that these had occupied more resources than had been expected and that it was hoped that this would not be the case during the next academic year.

#### 14/114 **REPORTS OF COMMITTEES**

##### **Premises and Health and Safety**

It was noted that the committee had not met since the last Governing Body meeting and that a meeting would be scheduled in due course.

##### **Safeguarding**

The committee minutes of the meeting held on 20 October 2014, copies of which had been circulated prior to the meeting, were received and noted by Governors. Arising from the discussion:

It was noted that the committee had reviewed the Child Protection Policy, Staff Code of Conduct, and Behaviour Policy.

It was noted that the classroom doors in the Infant School had no windows. This was a potential problem in terms of the visibility of pupils. When questioned, the Headteacher said that the cost implication was approximately £5,000. Governors suggested that, in the interim period, the Headteacher would ensure that, for those classrooms which did not have windows on their doors, visibility from the outside of the School building would be unrestricted and cleared of any posters or other obstructions.

Action: Infant Headteacher

## **Finance**

The committee minutes of the meeting held on 10 October 2014, copies of which had been circulated prior to the meeting, were received and noted by Governors. Arising from the discussion:

Governors noted that the committee had reviewed the three-year plan, the Junior School Internal Audit Report, and the School Financial Value Standards (SFVS).

In response to a Governor's query, the Chair confirmed that the catering contract was due for tender September 2015.

## **Curriculum**

The committee minutes of the meeting held on 3 November 2014, copies of which had been circulated prior to the meeting, were received and noted by Governors. Arising from the discussion:

The committee had analysed the assessment data for both schools in detail. Governors on the Curriculum Committee recorded thanks to Amy Simpson and Shirley Bates for the detailed data analysis reports which they presented to Governors.

Governors were reminded about the Curriculum Tea which was scheduled to take place at 3.45pm on 21 January 2015, prior to the next Governing Body meeting.

## **Communications and Community Engagement**

It was noted that the committee had not met since the last Governing Body meeting and that a meeting would be scheduled in due course.

In response to a query from the Chair, the Committee Chair informed Governors that the Governor newsletter was being progressed. She also commended the new Headteacher newsletters.

Governors noted that at the next meeting, the committee would look at how to best promote British values.

## **Personnel**

The committee meeting was held on 10 November 2014. Copies of the minutes had not yet been circulated. The Chair of the Committee gave a verbal update. Arising from the discussion:

Governors noted that the committee had reviewed staff pay scales and the various forms which were completed upon the appointment of new staff.

The committee also reviewed its terms of reference to reflect a procedural role as opposed to a more involved role. These would be agreed at the next meeting.

## **Premises**

It was noted that the committee had not met since the last Governing Body meeting and was due to meet on 21 November 2014.

The Committee Chair brought Governors' attention to the wooden ramp for the Junior School's exterior hut. Governors were informed that the hut was expensive to maintain as it required constant repair and it was suggested that a concrete or metal ramp should be installed. He explained that, while this would be a high initial cost, the maintenance costs would be dramatically reduced. The Finance Committee undertook to review the cost implications. The Junior School Headteacher said that disability funding had been applied for through the LA to help fund this.

Action: Finance Committee

The Chair thanked committees for their reports and requested that all committee minutes be sent to himself and the Clerk.

Action: Committees

### **14/115 GOVERNOR VISITS LOG**

As was previously agreed, the Governing Body had started to maintain a Governors' visits log.

Laura Pincus confirmed that she had collated Governors' visits forms and updated the visits log accordingly before submitting it to the Chair prior to the meeting. The Chair remarked that the log was fulfilling its purpose of highlighting gaps and topics which could merit visits.

The Chair remarked that twice as many Governors were visiting the Junior School as were visiting the Infant School. He requested that Governors maintain visits to the Infant School.

### **14/116 CHAIR'S CORRESPONDENCE**

The Chair informed Governors of a recent correspondence from a local resident which had been noted and taken into account.

### **14/117 GOVERNOR SUPPORT AND DEVELOPMENT, AND REPORT OF THE TRAINING LINK GOVERNOR**

Governors reported back on the courses they had attended. The Governor Development Programme was commended to Governors, who were urged to attend the governor training courses.

It was noted that Governors should inform the Training Link Governor about courses they had attended.

### **14/118 GOVERNING BODY RECONSTITUTION**

The Clerk reminded Governors of the requirements which needed to be met in order to reconstitute the Governing Body by 1 September 2015, as was the statutory obligation. Governors noted that the Governing Body could be no smaller than seven members and had to include:

- i. At least two Parent Governors
- ii. The Headteacher(s), unless resigned as a Governor
- iii. One, and only one, Staff Governor
- iv. One, and only one, Local Authority Governor
- v. As many Co-opted Governors as the Governing Body considered necessary. However, the number of Co-opted Governors eligible to be elected or appointed as Staff Governors could not, when counted with the one Staff Governor and the Headteacher(s), exceed one-third of the total membership of the Governing Body.

Governors discussed reconstitution options in detail and the following proposed reconstitution was reviewed by the Governing Body:

- |                     |  |
|---------------------|--|
| LA Governor:        | 1. Emma Howard   |
| Parent Governors:   | 1. Laura Pincus (Infant)<br>2. Alexandra Taylor-Yeates (Infant)<br>3. Karen Tickner (Infant)<br>4. Anna Black (Junior)<br>5. Mark Leibling (Junior)<br>6. Sara Wolfen (Junior)                                   |
| Headteachers:       | 1. Brenda McCafferty (Infant)<br>2. Jenny Aylen (Junior)   |
| Staff Governor:     | 1. Phil Mulvihill (Infant Support)   |
| Co-opted Governors: | 1. Simon Greenhouse (Junior Teacher)<br>2. Emma McCabe (Infant Teacher)<br>3. Maria Chapman (Junior Support)<br>4. Katie Attwood<br>5. Rachel Beard<br>6. Christine Rafferty<br>7. Rebecca Simon<br>8. 1 Vacancy |

It was noted that Erach Amaria was unwell and therefore unable to commit to meetings at present. The Clerk undertook to write to Mr Amaria to explain the situation regarding reconstitution which had resulted in his end of term of office and to pass on Governors' best wishes for his recovery.

Action: Clerk

Upon a show of hands it was resolved that the proposed reconstitution be **RATIFIED**.



## 14/119 **ANY OTHER BUSINESS**

### **Junior School Travel Plan Award**

Governors were pleased to hear that the Junior School had won the Transport for London (TfL) Sustainable Travel Award. The Headteacher thanked Governors for their input.

### **Barnet Services**

The Chair reminded Governors about the reducing size of the LA which would result in restricted support to schools. He referred back to the Education and Skills Directors report reviewed at the previous meeting which outlined the alternative service delivery models which the LA was considering. Governors noted that consultation was ongoing and that the School had to respond by the end of the month. Governors noted their concerns as it was felt that no option was desirable.

### **Admissions for Children of Staff**

A discussion ensued regarding admitting children of staff who did not live within the catchment area of the School. Governors noted that, following an unconvincing consultation, the LA had previously decided against this, as reflected in its admissions policy. Governors expressed concerns that this would result in a staff retention issue.

The Chair challenged the Headteachers to investigate and report back to Governors the number of places in question and the risks involved in opting out of the LA's admissions policy.

Action: Headteachers

### **Policies and the School Website**

The Chair reminded Governors of the article on policies and school websites circulated by Laura Pincus. He highlighted the part of the article which described the role of Governors as a thinking role involving support and challenge.

## 14/120 **DATES OF COMMITTEE MEETINGS**

The following committee meetings were arranged:

Finance	15 November 2014
Safeguarding	2 February 2015
Curriculum	To be announced
Premises, Health & Safety	27 November 2014
Communications	To be announced
Personnel	To be announced

## 14/121 **DATES OF GOVERNING BODY MEETINGS**

The dates of the following Governing Body meetings were confirmed as:

Spring (1): Wednesday 21 January 2015 at 5:00pm at the Infant School

Spring (2): Wednesday 18 March 2015 at 6.30pm at the Infant School

14/122 **MOTION OF CONFIDENTIALITY**

It was resolved that, because of its nature, the business to be discussed was confidential and not for publication.

*Non-Voting Observers left the meeting at this point.*