

**GOVERNING BODY FOR BROOKLAND INFANT AND JUNIOR SCHOOLS**  
**MINUTES OF THE MEETING HELD AT THE SCHOOL**  
**ON THURSDAY 14 NOVEMBER 2013**

**MEMBERS**

**LA GOVERNORS**

Rebecca Simon  
\*Erach Amaria  
\*Emma Howard  
1 vacancy

**STAFF GOVERNORS**

\*Brenda McCafferty (Infant Headteacher)  
\*Heather Blackmore (Jr Co-Headteacher)  
\*Jenny Ayles (Jr Co-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  
\*Laura Bier

\*denotes member present

**NON-VOTING OBSERVERS**

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

**IN ATTENDANCE**

Mr George Peradigou – Clerk

**PART I**

13/99 **WELCOME**

The Chair welcomed Governors to the meeting. A special welcome was extended to new Governors Anna Black, Sara Wolfin, Emma McCabe, and Emma Howard, as well as Shirley Bates, who was present as the Junior School's new Deputy Headteacher. This was followed by a round of introductions for the benefit of the new Governors.

13/100 **JUNIOR SCHOOL STAFF PRESENTATIONS TO GOVERNORS**

**History**

Anna Branson, Junior School History Subject Leader, presented information to Governors regarding the changes to the history curriculum, newly planned trips, and the teaching methods used.

Governors noted that teaching methods included the use of artistic activities and that entire days were dedicated to learning about particular eras in history.

It was noted that the managed learning environment (MLE) was used as a history resource for teachers and pupils.

Governors commended the cross-curriculum work.

In response to a Governors query, Anna Branson confirmed that the centres visited as part of pupils' learning were within close and easy proximity to the School.

*Karen Ticker joined the meeting at this point.*

### **Physical Education (PE)**

Mr Khan, Junior School PE Teacher, presented information to Governors regarding the PE curriculum.

Governors noted that the curriculum was divided into gym and dance, athletics, invasion games, net and wall games, striking and fielding, and swimming.

The new curriculum would include outdoor and adventure activities which would include team work, problem solving and map work.

Extra Curricular sports clubs included boys' and girls' football teams, a netball team, and a hockey team. Coaches linked to the School included coaches from Tottenham and Arsenal football clubs.

Governors commended the Junior School for their success in winning the swimming competition which had taken place earlier that day.

It was noted that sportsmanship was taught as a specific learning objective.

The various activities organised as part of the Olympics week in 2012 were described to Governors.

In response to a Governor's query, Mr Khan said that 25 metres was the expected swimming target for pupils at the end of Year 6. He explained that this was a very specific expectation because swimming was a life-saving skill.

A Governor asked about disability provision within the subject area. Mr Khan described some of the activities adjusted to suit disabled pupils and said that it was up to each teacher to ensure the provision was suitable to their needs.

It was noted that the Olympic Legacy funding needed to be spent before the end of the current academic year. Heather Blackmore said that the School was working hard to procure services that would most benefit pupils with this funding. In response to a Governor's query, Jenny Aylen said that the funding would cease after two years.

### 13/101 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted on behalf of Phil Mulvihill and Rebecca Simon.

Apologies for his late arrival had been submitted on behalf of Simon Greenhouse.

13/102 **DECLARATION OF PECUNIARY INTERESTS**

There were no pecuniary interests declared.

13/103 **MINUTES**

The minutes of the meeting held on 30 September 2013, copies of which had been circulated prior to the meeting, were **CONFIRMED**, initialled and signed by the Chair as an accurate record, subject to the following amendment:

**13/88 Governor Visits**

In the paragraph 'The Chair informed Governors that he had visited the Year 2 Giraffe Class and had discussed with the ICT Co-Ordinator how to communicate Governor issues', ICT Co-Ordinator was amended to read MLE Co-Ordinator.

13/104 **MATTERS ARISING**

**13/78 Welcome**

The Chair asked that each committee review its membership due to this item being deferred at the last Governing Body meeting.

Action: Committees

**13/84 Minutes**

The Chair asked the Headteachers to ensure that all minutes went onto the School's website.

Action: Headteachers

**13/87 Committee Reports**

It was noted that the Personnel Committee minutes, which had not been circulated prior to the last Governing Body meeting, were now available on the MLE.

**13/90 Staff Governors' Reports**

It was **AGREED** that the Staff Governors' Reports would be deferred until the following term.

**13/92 Annual Review of Register of Business Interests**

The Junior School Co-Headteachers undertook to ensure that all Governors had completed and submitted their Register of Business Interest forms. These would be kept at the School for potential audit purposes.

Action: Junior School Co-Headteachers

13/105 **COMMITTEE REPORTS**

**Premises and Health and Safety**

It was noted that the committee had not met since the last Governing Body meeting.

## **Communications**

It was noted that the committee had not met since the last Governing Body meeting.

## **Safeguarding and Personal Development**

It was noted that the committee had not met since the last Governing Body meeting.

## **Finance**

The minutes of the meetings held on 18 October 2013 were received and noted by Governors, copies of which were filed in the minute book.

## **Personnel**

It was noted that the committee had not met since the last Governing Body meeting.

## **Curriculum**

It was noted that the committee had not met since the last Governing Body meeting.

## 13/106 **GOVERNOR VISITS**

Governors reported back on their recent visits to the School. These included:

- The Chair visited the Infant School to meet with the ICT Co-Ordinator regarding the School website.

In response to a Governor's query, the Chair explained that the Infant School and the Junior School had separate websites in order to share information relevant to that particular school. It was noted that, while this was the case, more could be done to collaborate the two websites in terms of design and layout.

- Chris Rafferty visited the Year 6 to review a recent sound recording project.
- Various Governors had visited the Infant School to attend the Diwali and Eid assemblies.

The Chair encouraged Governors to visit the School during the working day and to attend the various events they were invited to. It was noted that the Headteachers would continue to keep Governors informed about up-coming events.

It was noted that the Curriculum Tea for staff and governors would take place at 3:30pm on Wednesday 22 January 2014 and that the School Development Plans would be reviewed at this event.

*Simon Greenhouse joined the meeting at this point.*

## 13/107 **SCHOOL DEVELOPMENT PLAN (SDP) MID-YEAR REVIEW**

### **Junior School**

The SDP was reviewed by Governors. Arising from the discussion:

A Governor asked about the new SENCO arrangements, given that the current SENCO was due to go on maternity leave . The Co-Headteachers explained that this role had been allocated to another member of staff who had the required experience and skill-set.

In response to a Governor's query, Jenny Aylen said that she had been trained in how to apply philosophy to childrens' learning. She explained that it positively impacted on pupils' learning in the areas of speaking, listening and structuring their enquiries. In response to a further question, she said that this was being introduced into lessons across all year groups.

It was **AGREED** that the Headteachers would arrange a demonstration of Numicon for Governors.

Action: Headteachers

In response to a Governor's question, the Co-Headteachers explained that, while five free educational psychologist sessions are offered by the local authority (LA) free of charge, this would be reduced to three as of April 2014. In response to further queries, it was confirmed that these sessions were used both generically, and for specific pupils, according to the Headteachers' discretion.

The Headteachers undertook to circulate a list of subject leaders to Governors.

Action: Headteachers

The SDP Mid-Year review was **ADOPTED**, subject to the following amendments:

- the library stock take was amended to reflect that it would take place at the end of every autumn term.
- 'School Development Plan' was amended to read 'School Travel Plan' on page 12.
- page numbers were to be added to the review.

Action: Headteachers

## **Infant School**

The SDP was reviewed by Governors. Arising from the discussion:

In response to a Governor's query, the Deputy Headteacher explained that 'literacy busy books' were workbooks used for guided reading.

A Governor enquired as to the SENCO cover arrangements given that the SENCO was absent as she was on sick-leave. The Headteacher explained adequate cover arrangements were in place and that an experienced agency temporary SENCO would be covering the role for two days a week as of the following Monday. In response to a further question, the Headteacher said that a longer term plan had not been formulated because it was unclear as to how long the SENCO would be on sick-leave. She assured Governors that the cover arrangements in place were flexible and could be adjusted when necessary.

In response to a Governor's question, the Headteacher said that iPads and other mobile IT equipment would be secured when not in use. She undertook to add this to the ICT Policy.

Action: Headteacher

It was noted that the joint-composition workshop would be delayed until the spring term.

The SDP Mid-Year review was **ADOPTED**.

## 13/108 **CONSIDERATION OF PUPIL TARGET SETTING**

### **Infant School**

Amy Simpson, Infant School Deputy Headteacher, circulated a briefing outlining the pupil targets being set for each year by subject area. A copy was filed in the minute book. Arising from the discussion:

The Chair said that two or three Governors were required to review the School's performance data in more detail and volunteered to be one of these Governors himself. He invited any other interested Governors to contact him regarding this.

Action: Governors

The Deputy Headteacher circulated a further briefing which highlighted the School's high attainment for Key Stage 1. Governors commended the School for this.

The Deputy Headteacher was thanked for her full and informative briefing.

### **Junior School**

Shirley Bates, the Junior School Deputy Headteacher, circulated a briefing outlining the pupil targets being set for each year by subject area. A copy was filed in the minute book. Arising from the discussion:

In response to a Governor's query, the Deputy Headteacher said that, while there were more pupils receiving free school meals (FSM) overall, there were fewer pupils receiving FSM in Year 5.

Governors noted that attainment for the 2013 Key Stage 2 cohort was down when compared to other year-groups. The Deputy Headteacher said that this had been anticipated due to the higher level of emotional and behavioural issues in this cohort. Governors were reassured that progress within the cohort was good and that the following two cohorts were performing well.

It was noted that, while 36% of pupils were performing at Level 6 in mathematics, the School was working hard to boost the performance of under-achievers in maths.

The Black African/Caribbean and the summer-born cohorts were in line with other cohorts.

Progress was good in all subject areas. Governors commended the School for this achievement.

The Deputy Headteacher was thanked for her full and informative briefing.

#### 13/109 **APPROVAL OF RESIDENTIAL TRIPS**

The Chair reminded Governors that the School trips had to be approved by Governors.

The Infant School Headteacher proposed that the School would visit Moat Mount for its residential trip. Year 2 would visit the site and the first trip would commence 2 July 2014.

The Junior School Co-Headteachers proposed that the School would visit Whitby, North Yorkshire, for its residential trip from 19th-23rd May 2014.

It was noted that the Parents'- Association (PA) would help fund the school-trips for families that required financial support.

Governors **APPROVED** the residential trips.

#### 13/110 **FEEDBACK FROM INFANT SCHOOL OFSTED INSPECTION**

Governors commended the Headteacher, Deputy Headteacher and Staff of the Infant School for achieving an 'Outstanding' grade in the School's recent OFSTED inspection.

The Infant School Headteacher reported back to Governors that the key recommendation from the inspection report was to focus on improving writing for the Early Years Foundation Stage (EYFS), which had recently dipped.

Other recommendations included increasing website accessibility, making the behaviour log more manageable, and improving the success criteria. The Headteacher said that an INSET had already taken place regarding success criteria and that the staff recommendations from this would be used to formulate an action plan.

A discussion ensued about potentially displaying a banner outside the School in order to publicise the Ofsted grade achieved. After some discussion, it was **AGREED** not to display a banner because this would cause a visual obstruction to the School's entrance. Governors added that this was not required since the School had no problem attracting pupils.

The Headteacher undertook to update the website and letterheads to reflect the new Ofsted grading.

Action: Infant School Headteacher

#### 13/111 **CHAIR'S CORRESPONDENCE**

There was none.

13/112 **GOVERNOR SUPPORT AND DEVELOPMENT, AND REPORT OF THE TRAINING LINK GOVERNOR**

The Governor Development Programme was commended to Governors, who were urged to attend training courses.

New Governors were advised to inform the Training Link Governor of training they enrol for so that a record was kept.

Governors reported back positively on courses they had attended and up-coming courses they were enrolled on.

13/113 **THE ROLE OF THE GOVERNING BODY**

The Chair said that this item was added to the agenda in order to prompt brainstorming among Governors about their role as a Governor of an Outstanding School.

It was **AGREED** that Governors would think about this and return ideas to the next meeting, at which the item would be discussed.

Action: Governors

13/114 **ANY OTHER BUSINESS**

**Pupil Premium**

A discussion ensued on the Schools' Pupil Premium spending and the Headteachers undertook to prepare and circulate a briefing on this to Governors.

Action: Headteachers

**Issues Log**

The Chair undertook to produce a log of issues which the Governing Body need to consider and monitor.

Action: Chair

**Governor Photo-Board**

The Chair reminded Governors to send him their photos for the Governor Photo-Board, which would be updated.

Action: Governors

13/115 **DATES OF COMMITTEE MEETINGS**

The following committee meetings were arranged:

Finance	13 December 2013
Safeguarding	4 February 2014
Curriculum	15 November 2013
Premises, Health & Safety	15 January 2014
Communications	To be announced
Personnel	To be announced



13/116 **DATES OF GOVERNING BODY MEETINGS**

The dates of the following Governing Body meetings were confirmed:

Spring (1): Thursday 16 January 2014 at 6.30pm  
Spring (2): Wednesday 19 March 2014 at 6:30pm

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

13/117 **MOTION OF CONFIDENTIALITY**

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