

GOVERNING BODY FOR BROOKLAND INFANT AND JUNIOR SCHOOLS
MINUTES OF THE MEETING HELD AT THE SCHOOL
ON THURSDAY 16 JANUARY 2014

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

14/01 **WELCOME**

The Vice Chair welcomed Governors to the meeting.

14/02 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted on behalf of Erach Amaria, Rebecca Simon, and Mark Leibling.

14/03 **DECLARATION OF PECUNIARY INTERESTS**

There were no pecuniary interests declared.

14/04 **MINUTES**

The minutes of the meeting held on 14 November 2013, copies of which had been circulated prior to the meeting, were **CONFIRMED**, initialled and signed by the Vice Chair as an accurate record, subject to the following amendments:

13/100 Junior School Presentation to Governors: Physical Education (PE)

The eighth paragraph was amended to read: 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.

13/107 School Development Plan (SDP) Mid-Year Review: Junior School

In the second paragraph, '..the former SENCO had left the School', was amended to read: '..the current SENCO was due to go on maternity leave'.

13/108 Consideration of Pupil Target Setting: Junior School

The fourth paragraph was amended to read: 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 the subject.

14/05 MATTERS ARISING

13/107 School Development Plan (SDP) Mid-Year Review: Numicon Demonstration

As previously agreed, the demonstration of the Numicon equipment had been arranged for Governors. This was due to take place at 3.10pm on Wednesday 22 January 2014.

13/107 School Development Plan (SDP) Mid-Year Review: Subject Leaders

The Junior School Co-Headteachers reminded Governors that the list of subject leaders had been emailed to them. The Infant School Headteacher tabled and circulated copies of the Infant School's subject leaders, a copy of which was filed in the minute book.

13/108 Consideration of Pupil Target Setting: Infant School

The Vice Chair explained that two or three Governors were required to review the School's performance data. She invited Governors to contact her or the Chair if they were interested.

13/108 Consideration of Pupil Target Setting: Junior School

Jenny Ayles informed Governors that the Junior School had recently had its attainment review and that, according to the School's data, it remained an outstanding school. Governors commended this.

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

JUNIOR SCHOOL HEADTEACHERS' REPORT

Governors noted the information within the Headteachers' report, copies of which were tabled. Arising from the report:

Staffing

The Headteacher informed Governors of the various staffing updates, including maternity leave and cover arrangements.

Fire Drill

Governors were informed that, a fire drill had been conducted on 10 October 2013 and the School had been evacuated within 4 minutes 30 seconds. The Headteacher explained that this was a longer time than the Infant School, as expected, because it was a longer walk to the fire check-point for the Junior School.

A Governor asked why the check-point was not in the lower playground for the Junior School. Governors noted that it was good practice to keep the children and staff members from each school together in the event of a fire. Meeting on the top playground meant that a secondary meeting point, if needed, was available on the school field

In response to a Governor's query, the Headteachers confirmed that, in the events of a fire, the electronic gates would default to remaining open.

INFANT SCHOOL HEADTEACHER'S REPORT

Governors noted the information within the Headteacher's report, copies of which had been circulated prior to the meeting. Arising from the report:

Pupil Roll

The Headteacher informed Governors that the total number of pupils on roll was 319.

In response to a Governor's query, the Infant School Headteacher explained that the Fair Access Protocol meant that the local authority (LA) could oblige the School to admit additional pupils. She added that the School would receive funding with each additional pupil admitted through the Fair Access Protocol and that the process was managed by the LA's Fair Access Panel.

Attendance

Attendance for the autumn term was 95.9%, excluding religious holidays.

In response to a Governors query, the Infant School Headteacher explained that penalty charge notices were being issued to parents who were taking their children out of school during term-time. A Governor highlighted a recent news report regarding parents who faced court action and a fine of £1,000 for refusing to pay their penalty charge.

A Governor enquired as to the amount charged through penalty charges. The Headteacher confirmed this to be £60 per parent/carer. She added that doctors' notes were required in cases of illness attached to a holiday.

Fire Drill

Governors noted that a fire drill had been conducted on 10 October 2013 and the School was evacuated within 3 minutes and 50 seconds.

Nursery Building

Governors noted that a delay in completing the electrical fault in the Nursery had been caused by complications regarding funding for this work, the location of the fault had been identified. The Infant School Headteacher assured Governors that she had resolved this issue and that works would commence the following week. In the meantime the nursery would continue to be held in the hall.

The Headteachers were thanked for their full and informative reports.

14/07 **COMMITTEE REPORTS**

Finance

The minutes of the meetings held on 13 December 2013, copies of which had been circulated prior to the meeting, were received and noted by Governors. Arising from the discussion:

School Financial Value Standards (SFVS) were finalised and would be submitted by 31 January 2014.

Personnel

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.

Headteachers' Performance Management Review Panels

The Headteachers' Performance Management Review Panels had taken place on 10 December 2013 (Infant School) and 10 January 2014 (Junior School).

Communications

It was noted that the committee had not met since the last Governing Body meeting, although work was ongoing between meetings and the previous term's newsletter was distributed.

Curriculum

The meeting was held on 15 November 2013. Copies of the minutes had not yet been circulated. The Chair of the Committee gave a verbal update. Arising from the discussion:

It was noted that the committee had allocated subject areas and reviewed various policies. Significant updates to all subject policies would be needed with the new National Curriculum starting in September 2014.

Premises and Health and Safety

The meeting was held on 15 January 2014. Copies of the minutes had not yet been circulated. The Chair of the Committee gave a verbal update. Arising from the discussion:

Policy Review

The Committee reviewed the Health and Safety policy. A new Asset Management Policy had been drafted after research and a format chosen which will act as a directory and reference point for all other policies and procedures.

School Entry Barrier

Consideration had been given to the idea of installing a barrier at the school gate to restrict unauthorised access.

Allotments

It was noted that the LA was in the process of re-negotiating allotment leases with allotment holders across Barnet, making the lessees more responsible for maintenance. Access across the Brookland Schools site was also discussed.

Heather Blackmore informed Governors that the School needed to install a barrier in order to stop cars damaging the fence which separated the School and the allotments. Once this was done, Barnet will repair the fence and the allotment holders will then be responsible for its maintenance.

14/08 **STAFF GOVERNORS' REPORTS**

JUNIOR SCHOOL

Simon Greenhouse and Maria Chapman presented their reports to Governors. Arising from the discussion:

Mentoring

Formal mentoring support for new staff continued. However, Staff Governors commended the Headteachers for the level of informal mentoring, which wasn't formally required and recorded in the same way, yet was very valuable to staff.

Insets

Inset day training continued along side extended evening INSETs. Through this, philosophy for children (P4C) was being embedded into subject areas. Early evidence suggested that this was enriching pupils' learning.

Literacy Week

Literacy week was a successful week with pupils being very creative and enthusiastic. This included a well-known author visiting the school, which was inspirational for pupils.

School Trips

The recent school trips were successful in enriching pupils' learning by putting what they had learned during lessons into context.

SENCO Cover Arrangements

Sheryl Bekhor had taken on the majority of the role of the SENCO position, with support from another two members of staff. They were receiving the necessary support where required.

Christmas Pantomime

Pupils enjoyed the Christmas Pantomime.

Extra Curricular Learning

A whole range of extra-curricular clubs were arranged by the school. These included football, netball, and ICT at lunchtimes and after school. Other classes were held as lettings. These included Yoga, Science, and Spanish lessons.

Swimming Success

The School's success in its recent competition was noted.

Lesson Study

Lesson Study was a new initiative being used by the School whereby teachers will collaborate to create a lesson plan and observe pupils' reception and responses; the focus being on the learning rather than observing teaching directly.

INFANT SCHOOL

Emma McCabe and Phil Mulvihill presented their reports to Governors. Arising from the discussion:

School Trips

The recent school trips went ahead as planned. Staff felt these were successful in enriching pupils' learning.

Barnet Music Festival

The School had successfully hosted the Barnet Music Festival for the second year running.

Anti-Bullying Week

The anti-bullying activities week included a cross-year group buddying system, which staff felt was very effective.

Lesson Study

Lesson Studies was a new initiative being used by the School whereby teachers will collaborate to create a lesson plan and observe pupils' reception and responses. The Infant School Headteacher explained that Lesson Study would focus on different priorities according to the School Development Plan (SDP).

Bonfire Night Display

The School hosted its annual fundraising Bonfire Night display. Other fundraising activity was ongoing.

Behaviour

Golden Rules was a new initiative being used to improve behaviour in classrooms, playgrounds and corridors.

Marking

Marking was being developed through INSET training to ensure consistency across the School.

Mentoring

Phil Mulvihill expressed her thanks for the Infant School staff's support and mentoring.

14/09 **GOVERNOR VISITS**

Governors reported back on their recent visits to the School. Arising from the discussion:

Governors attended the autumn term Junior School Whole-School meeting and reported back positively on the subject areas they had concentrated on.

Governor Visits Proforma

Laura Pincus informed Governors of the ongoing work between herself and the Chair to structure governor visits. She said that this had been triggered by the 'Visiting your School' Governor training, which she and Emma Howard had attended in the autumn term.

Governors noted that a proforma would be introduced to record the aim of visits, the source of the aim, follow up actions and Governors responsible for these. Governors commended the idea and expressed that it would be good practice to record visits in this manner. Laura Pincus undertook to continue this piece of work and update Governors accordingly.

Action: Laura Pincus

14/10 **SELF-EVALUATION FORM (SEF) UPDATE**

Infant School

The Infant School Headteacher said that she was in the process of updating the Infant School SEF according to the feedback received following the School's recent Ofsted inspection.

Junior School

The Junior School Co-Headteachers said that the School's SEF would be updated the following term as per usual.

14/11 **CHAIR'S CORRESPONDENCE**

Zigzag Parking Restrictions

The Vice-Chair informed Governors about ongoing correspondence regarding extended hours to the restricted zigzag parking on the road outside the School. A discussion ensued on the enforcement arrangements. It was noted that a letter would be sent to all parents with information from the schools and local police.

14/12 **GOVERNOR SUPPORT AND DEVELOPMENT, AND REPORT OF THE TRAINING LINK GOVERNOR**

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

Governors were reminded to inform the Training Link Governor of training they register for so that a record could be kept.

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

14/13 **EDUCATION AND SKILLS DIRECTOR'S REPORT**

The Director's Report, a copy of which had been circulated with the agenda to all Governors prior to the meeting, was tabled and noted. Arising from the discussion:

1. Example OfSTED Interview Questions to Governors 2012/13

It was noted that, under the current Ofsted framework, Governors' contributions to the School were evaluated as part of the judgement on Leadership and Management.

During an inspection, Ofsted would seek to meet with School Governors to evaluate their knowledge of the School's strengths and weaknesses, as well as their familiarity with the School's performance data.

Example questions, which Ofsted could potentially ask Governors, were outlined in the report.

2. Careers Guidance in Schools

From September 2012, The Education Act 2011 inserted a new duty requiring schools to provide independent careers guidance for pupils in Years 9-11. From September 2013, this was extended to encompass students in Year 8.

The careers guidance to be provided was to include information on all options available in respect of 16-18 further education to work-based training.

To support this, the Department for Education (DfE) had published 'Securing Independent Careers Guidance: A Practical Guide for Schools', in July 2012.

There was evidence to suggest that Barnet Schools had not fulfilled this statutory responsibility.

Following their thematic review of careers guidance in schools, Ofsted had confirmed that they would give careers guidance a higher priority in school inspections from September 2013, as part of their Leadership and Management assessments.

It was noted that the Local Authority's (LA) Youth and Community Service provided a high quality traded service delivered by Level 6 qualified advisers to assist schools in meeting this statutory duty. School's interested in this service would need to contact Sharon Glover, Operational Manager, Youth and Community Service, London Borough of Barnet, North London Business Park, Oakleigh Road South, London, N11 1NP, 0208 359 7875 or via email on Sharon.Glover@barnet.gov.uk.

3. Arrangements for Managing Allegations against Staff

Governors were reminded of the arrangements for handling allegations against staff within the children's workforce in Barnet. These arrangements were managed by the Local Authority Designated Officer (LADO).

Essential information about the relevant procedures, how to make a referral, training and safer working practices were available on the Barnet Safeguarding Children Board website: <http://www.barnetscb.org/lado>.

The Chair thanked the Clerk for summarising the Director's Report and asked that Governors read this in more detail in due course and contact the named officers underneath each item concerning any questions they may have.

14/14 **THE ROLE OF THE GOVERNING BODY**

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

The item was **DEFERRED** due to the large amount of business left on the agenda to be discussed. It was **AGREED** that Governors would think about this and return ideas to the next meeting.

Action: Governors

14/15 **ANY OTHER BUSINESS**

Infant School Staffing Re-Structure

The Infant School Headteacher informed Governors of her plans for a staffing restructure. She undertook to circulate the current staffing structure and the proposed staffing structure via email. She explained that, following Governors' approval, a four-week consultation period would begin, after which the finalised staffing structure would be brought to the next Governing Body meeting for ratification.

In response to a Governor's query, the Infant School Headteacher said that the plan was for the new staffing structure to be implemented in September 2014.

Action: Infant School Headteacher

Last Day of Term

A discussion ensued on possible changes to the closing time for the last day of each term. Parent Governors expressed that earlier closing would cause problems for working parents when collecting their children. After lengthy discussion, the Vice Chair concluded that no change be made and that this could be discussed further at a later date.

14/16 **DATES OF COMMITTEE MEETINGS**

The following committee meetings were arranged:

Finance	7 February 2014 14 March 2014 (Budget Ratification)
Safeguarding	4 February 2014
Curriculum	28 April 2014
Premises, Health & Safety	1 April 2014
Communications	To be announced
Personnel	To be announced

Governors noted that the Numicon demonstration would take place at 3:10pm on Wednesday 22 January 2014.

14/17 **DATES OF GOVERNING BODY MEETINGS**

The dates of the following Governing Body meetings were confirmed:

Spring (2): Wednesday 19 March 2014 at 6.30pm (including budget ratification)
Summer (1): Wednesday 21 May 2014 at 6.30pm
Summer (2): Wednesday 9 July 2014 at 6:30pm

Non-Voting Observers left the meeting at this point.

14/18 **MOTION OF CONFIDENTIALITY**

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