

**GOVERNING BODY FOR BROOKLAND INFANT AND JUNIOR SCHOOLS**  
**MINUTES OF THE MEETING HELD AT THE SCHOOL**  
**ON WEDNESDAY 21 MAY 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**

**14/41 WELCOME**

The Chair welcomed Governors to the meeting. A special welcome was extended to Jenny Ayles, who was congratulated for being successfully appointed as the Junior School's Headteacher, commencing 1 September 2014. It was noted that she would continue in her role as Co-Headteacher in the interim period.

**14/42 ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted on behalf of Erach Amaria, Rebecca Simon, Heather Blackmore, Simon Greenhouse, Emma McCabe, and Phil Mulvihill.

**14/43 DECLARATION OF PECUNIARY INTERESTS**

There were no pecuniary interests declared.

#### 14/44 **CONSIDERATION OF APPOINTMENT OF COMMUNITY GOVERNOR**

The nomination for the appointment of Rachel Beard as Community Governor was considered. Upon a show of hands, it was unanimously agreed that she be appointed for the four-year period ending 20 May 2018.

#### 14/45 **MINUTES**

The minutes of the meeting held on 19 March 2014, copies of which had been circulated prior to the meeting, were **CONFIRMED**, initialled and signed by the Chair, subject to the following amendments:

##### **14/11 Chair's Correspondence: Traffic Issues**

In the first sentence, 'zig zag' was corrected to read 'zigzag'.

##### **14/28 Pupil Premium: Junior School**

The first sentence of the fourth paragraph was amended to read: 'In Year 5, there was a much smaller Pupil Premium group'.

##### **14/28 Pupil Premium: Pupil Premium Policy**

The first paragraph was amended to read: 'It was **AGREED** that a Pupil Premium update would be reported to Governors each term through the Headteachers' reports at Governing Body meetings.

The final paragraph was amended to read: 'It was **AGREED** that the Governor newsletters would be used to signpost parents to the Pupil Premium summary information on the School websites'.

Action: Laura Pincus

##### **14/29 School Development Plans (SDPs) 2014-15**

The second paragraph was amended to read: 'The Co-Headteachers informed Governors that they had been considering options for the SDP's format and a new Headteacher may want to review the format'.

##### **14/30 Governor Visits**

The fifth paragraph was amended to read: 'Alexandra Taylor-Yeates, Laura Pincus and Laura Bier had attended the International Foods Lunch in the Junior School'.

##### **14/30 Governor Visits: Governor Visit Logs**

The final sentence in the second paragraph, which read, 'It was **AGREED** that the visit log would be submitted to the School office of the relevant school (both offices if relevant to both Schools)', had the following text added to it: 'immediately following the visit, preferably before leaving the School'.

**14/05 Consideration of Pupil Target Setting: Infant School and Junior School**

The Chair reported to Governors that two parents had responded positively to the recent newsletter's request for volunteers to aid the School in reviewing its performance data. It was noted that the volunteers may be appointed as Associate Members to the Governing Body for this purpose.

**14/07 Committee Reports: Premises**

It was previously noted that £6000 from each school had been set aside in the budgets to consider the installation of a barrier on the School's driveway. The Headteachers confirmed, following recent liaison with the Local Authority (LA), that the allotment owners were responsible for maintaining the fence between the School and the allotments.

**14/11 Chair's Correspondence: Traffic Issues**

Following a meeting with the Hampstead Garden Suburb Residents' Association Roads and Traffic Committee, the Chair confirmed that an article had been published in 'Suburb News' to reinforce the parking and traffic regulations around the School.

**14/30 Governor Visits Log**

Alexandra Taylor Yates informed Governors that she had trialled the visit log proforma and had submitted completed forms to the relevant school office.

The Headteachers undertook to keep copies of the visit log sheets at both schools' offices. Laura Pincus undertook to send these to the Headteachers.

Action: Laura Pincus & Headteachers

**14/32 The Role of the Governing Body**

The Chair asked for volunteer Governors to assist him in reviewing the new Governor Pack for Brookland Governors. Sara Wolfin and the Infant School Headteacher volunteered to assist the Chair in undertaking this.

Action: Chair, Infant Headteacher and Sara Wolfin.

The Chair undertook to review the Governing Body's skills' audit, which was last completed two years ago.

Action: Chair

The Chair undertook to arrange individual informal meetings with Governors to establish how they could be more effective in their roles.

Action: Chair

*Rachel Beard joined the meeting and was congratulated for her re-appointment as a Community Governor.*

## **JUNIOR SCHOOL HEADTEACHERS' REPORT**

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

### **Staffing update**

Governors recorded thanks to staff members who had covered the SENCO's responsibilities in her absence.

### **Attendance**

Governors noted the attendance data and commended the School for achieving a 1% drop in absenteeism. The overall attendance of the School was noted to be 96.7%, which Governors also commended.

### **School Travel Plan (STP)**

Governors joined the Chair in commending the School for being awarded the Gold Star Award for its STP.

### **Free School Meals (FSM) and Pupil Premium**

Governors reviewed the FSM and Pupil Premium data within the Headteacher's report.

A Governor enquired as to why the Pupil Premium entitlement and the current FSM in year five was a lot lower than in other years. The Headteacher reassured her that there was no cause for concern related to this matter and that the cohorts were simply different. In response to a further question, the Headteacher said that this would not have a significant effect on the overall pupil premium school budget as the number of pupils entitled to pupil premium was similar to those joining the school from Y2. The provision for pupil premium groups was reviewed termly.

### **Lettings**

The list of lettings was reviewed by Governors. A discussion ensued and the Headteacher undertook to take a detailed summary of all lettings, including the incomes they generated, to the Finance Committee.

Action: Junior School Headteacher

## **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:

### **Special Educational Needs (SEN)**

In response to a Governor's question, the Headteacher said that School Action (SA) referred to pupils who received extra support in school, and that School Action + (SA+) referred to pupils who also received extra support from outside agencies. In

response to a further question, she confirmed that variances between cohorts could be expected.

The Chair requested that the Headteacher should include 'of concern' pupils in future Headteacher reports.

Action: Infant Headteacher

## **Attendance**

Governors reviewed the attendance data within the Headteachers report. The Headteacher confirmed that the School's attendance was in line with the Barnet average and that, when religious observances were excluded, attendance exceeded the Barnet average. Governors commended the school for this achievement and noted that the interventions and reporting systems put in place to increase attendance were having a positive impact.

A Governor enquired as to whether the School could produce two sets of attendance data; the additional set showing the attendance after religious observances had been extracted. The Headteachers confirmed that this was being done whenever attendance was due to be reviewed by inspectors.

It was noted that the School could now set its own term dates for 2015/16, which could help improve attendance further by paying due consideration to some religious observances. The Headteachers explained that parents' views would also have to be considered. The Headteachers undertook to meet and draft a proposal to be reviewed by the Governing Body.

Action: Headteachers

The Headteachers were thanked for their full and informative reports.

## 14/48 **STAFF REPORTS**

### **JUNIOR SCHOOL**

Maria Chapman presented her reports to Governors. Arising from the discussion:

- A staffing update was given. It was noted that new teaching assistants (TAs) had settled into the School's working environment well.
- The walking-to-school scheme was progressing well.
- Key staff had received First Aid defibrillator training and all staff had watched a short video on how to use it. The defibrillator could be used without any training in an emergency.

### **INFANT SCHOOL**

There were no updates given.

A Governor enquired as to whether the Infant School staff had received the First Aid Defibrillator training reported by the Junior School. In response, the Infant School Headteacher confirmed that this was not the case. The Governor expressed concerns about the two schools having to share the same defibrillator. The Infant School

Headteacher undertook to investigate the feasibility of purchasing a defibrillator for the School.

Action: Infant School Headteacher

The Junior School Headteacher said that she would send the Infant School Headteacher the video link which provided some training on how to use the defibrillator.

Action: Junior School Headteacher

## 14/49 **COMMITTEE REPORTS**

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

The minutes of the meeting held on 1 April 2014 had not yet been circulated. Governors noted that a health and safety inspection of the Junior School had been completed.

### **Safeguarding**

The minutes of the meeting held on 24 March 2014, copies of which were tabled and circulated, were received and noted by Governors.

### **Communications**

The meeting was held on 4 April 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 Governors' newsletter had been circulated and that the auditing of the Schools' website content was ongoing. It was noted that Laura Pincus would liaise with the Headteachers regarding any content issues she identified.

### **Personnel**

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

### **Finance**

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

### **Curriculum**

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

## 14/50 **GOVERNOR VISITS**

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

It was noted that Governors had started completing visit logs and submitting these to the School offices following their visits to the Schools.

One Governor challenged the Infant School Headteacher to ensure that pupils were given more direction when choosing their lunchtime meals in order to ensure they were receiving sufficient macro-nutrients.

Action: Infant School Headteacher

The Chair urged Governors to visit the School as often as possible. Governors asked the Headteachers to inform them of activities or issues which merited a Governor visit.

14/51 **CHAIR'S CORRESPONDENCE**

There were no updates since the previous Governing Body meeting.

14/52 **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 reported back positively on courses they had attended. These included:

- The New Ofsted Framework
- Safeguarding and the role of the Governor

14/53 **ANY OTHER BUSINESS**

**Knowledge Sharing**

The Chair informed Governors that he was due to attend a knowledge-sharing session hosted by the Archer Academy, which included a mix of primary and secondary school representatives.

14/54 **DATES OF COMMITTEE MEETINGS**

The following committee meetings were arranged:

Finance	13 June 2014
Safeguarding	11 June 2014
Curriculum	to be announced
Premises, Health & Safety	to be announced
Communications	to be announced
Personnel	27 June 2014

14/56 **DATES OF GOVERNING BODY MEETINGS**

The dates of the following Governing Body meetings were confirmed:

- Summer (2): Wednesday 9 July 2014 at 6:30pm
- Autumn (1): Monday 29 September 2014 at 6:30pm
- Autumn (2): Thursday 13 November 2014 at 6:30pm

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

14/57 **MOTION OF CONFIDENTIALITY**

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