

GOVERNING BODY FOR BROOKLAND INFANT AND JUNIOR SCHOOLS
MINUTES OF THE MEETING HELD AT THE SCHOOL
ON MONDAY 29 SEPTEMBER 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

14/81 **WELCOME**

The Chair welcomed Governors to the meeting.

14/82 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted on behalf of Rebecca Simon and Simon Greenhouse. No further apologies having been accepted, Erach Amaria was recorded as being absent without consent.

14/83 **DECLARATION OF PECUNIARY INTERESTS**

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

The Clerk took the Chair for the next item

14/84 **APPOINTMENT OF CHAIR FOR ACADEMIC YEAR 2014/2015**

Nominations for the position of Chair were invited. Governors considered the one nomination received on behalf of Mark Leibling.

Upon a show of hands, the Governing Body unanimously **RESOLVED** that Mark Leibling be appointed as Chair for the Academic Year 2014/2015, or until his successor was appointed.

Mark Leibling resumed the Chair

14/85 **APPOINTMENT OF VICE CHAIR FOR ACADEMIC YEAR 2014/2015**

The Chair invited nominations for the position of Vice Chair. Governors considered the one nomination received on behalf of Katie Attwood.

Upon a show of hands, the Governing Body unanimously **RESOLVED** that Katie Attwood be appointed as Vice Chair for the Academic Year 2014/2015, or until her successor was appointed.

14/86 **MINUTES**

The Part I minutes of the meeting held on 9 July 2014, copies of which had been circulated prior to the meeting, were **CONFIRMED**, initialled and signed by the Chair, subject to the following amendments:

14/65 School Council Presentations

The second bullet point was amended to read: 'Participation in and consultation on various issues'.

14/69 Reports of Committees: Premises and Health and Safety – Driveway Barrier

In the first paragraph, the duplicate of 'in an' was removed.

In the final paragraph, 'instillation' was corrected to read 'installation'.

14/69 Reports of Committees: Safeguarding

The final paragraph was amended to read 'Sara Wolfin and Laura Pincus had recently attended governor safeguarding training'.

14/70 Self-Evaluation Form (SEF) Junior School

The second paragraph was amended to read: Governors noted that the document format had not changed since it was last reviewed by the Governing Body.

14/87 **MATTERS ARISING**

14/32 The Role of the Governing Body

Sara Wolfin and the Infant School Headteacher undertook to assist the Chair in reviewing the Brookland new Governor pack.

Action: Chair, Infant Headteacher and Sara Wolfin

The Chair said that the review of the Governing Body's skills audit would be included in the process of reconstituting the Governing Body.

14/69 Reports of Committees: Premises and Health and Safety – Health and Safety Inspection

It was noted that Simon Greenhouse had undertaken the Health and Safety Inspection of both Schools. The Chair requested that the report from both inspections be submitted to him and the Premises Committee.

Action: Simon Greenhouse

14/69 Reports of Committees: Personnel

It was AGREED that the Headteachers would provide information showing the number of staff on various pay scales to the Personnel Committee.

Action: Headteachers

14/70 Self-Evaluation Form (SEF): Infant School

The Chair had previously requested that the Infant School Headteacher amend the SEF to include a section on areas for development and evidence to support the points made. The Infant School Headteacher reported that she was in the process of doing this.

Action: Infant School Headteacher

14/74 Any Other Business: Knowledge Sharing

The Chair reminded Governors of the various knowledge-sharing forums he was attending and asked them to inform him of any ideas or questions to raise on their behalf.

14/88 **HEADTEACHERS' REPORTS**

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:

School Roll and Admissions

In response to a Governor's question, the Headteacher said that the admissions process for the nursery had recently been difficult one because several families failed to attend their pre-admission meetings and were difficult

to contact. In response to a further query, she explained that this could have a negative impact on the School's funding as this was calculated based on the number of pupils on roll on Thursday 2 October 2014.

Governors joined the Chair in recording thanks to staff who had been working hard on admissions during the current period.

Special Educational Needs (SEN)

One Governor observed that the number of SEN pupils increased as cohorts reached higher year groups. The Headteacher explained that this was because time was needed to observe pupils and initiate intervention measures.

Staffing

The Headteacher announced plans to appoint a new Inclusion Leader by September 2015. In response to a Governor's query, she confirmed that the remit of this role would cover the responsibilities of the SENCO. In response to further questioning, the Headteacher explained that the reasons for waiting until September 2015 were because the vacancy became apparent late during the previous term and because January was not a good time to appoint. It was noted that supply staff would fill the vacancy for the interim period.

Community

It was noted that the Infant School continued to welcome visitors from other schools. In response to a Governor's query, the Headteacher confirmed that requests for visits had increased since the School was awarded an Outstanding in its recent Ofsted Inspection and that these visits were based on knowledge sharing.

Standards – End of Key Stage Results

The Headteacher explained that pupil progress meetings had taken place during the summer term. Children in Year 1 and 2 had exceeded the expected six points of progress in the core subjects of Reading, Writing and Maths. Governors commended this achievement.

The Headteacher tabled and circulated a Data Analysis report, a copy of which was filed in the minute book.

Governors noted that, of the 88 pupils assessed at the end of Foundation Stage 2014, 71.6% were deemed to be making a good level of development (GLD). This was an improvement on 63.3% the previous year and was above the Barnet and national averages.

The Headteacher informed Governors that, in 2014, the percentage of pupils achieving Level 2 or above had increased since 2013 in all subject areas.

It was noted that Year 1 Phonics results at the end of 2013-14 were 74% which was above the national average but below the Barnet average. The Headteacher explained that intervention measures were in place and that staff were working hard to resolve this.

Governors commended the achievements highlighted by the assessment data and recorded their thanks to the Headteacher and her staff.

Governors joined the Chair in thanking the Infant School Headteacher for her full and informative report.

JUNIOR SCHOOL HEADTEACHERS' REPORT

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

Staffing update

Governors noted the various staffing updates and cover arrangements put in place.

Attendance

Governors commended the School for continuing to maintain high attendance levels. The overall attendance for 2013-14 was noted to be 95.9% with only 0.5% unauthorised absenteeism. It was noted that, without religious observances, the attendance was 96.8% for the year.

Key Stage 2 Teacher Assessment and SAT

The Headteacher reported that the SATs tests had been administered smoothly, although there were significant changes to the Reading and Maths B papers. In response to a query from the Chair, she explained that the Maths B papers now excluded calculators.

The Deputy Headteacher explained that the Reading SATs paper was no longer themed and included more questions with less depth, which meant it tested the speed-writing ability of pupils. Governors expressed concerns at hearing that previously higher-level readers had received slightly lower grades with the new test papers.

Stakeholder Views

The Headteacher explained the various methods used to obtain the views of stakeholders, including parents and pupils. In response to a Governor's query, she confirmed that these would be considered when updating the School Development Plan (SDP). Following a Governor's suggestion, the Headteacher confirmed that the School Council would also be consulted.

Christ College Access

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. This resulted in a pass system being set up. The Chair requested that the Headteacher includes details regarding this in the next School newsletter.

Action: Junior School Headteacher

Key Stage 2 Results 2014

Governors reviewed the Key Stage 2 teacher assessment and test results for 2014. 96% of pupils had achieved 2 levels of progress in Maths with 82% better than 2 levels progress. 95% of pupils had achieved 2 levels of progress in Reading with 82% better than 2 levels progress. 97% of pupils had achieved 2 levels of progress in Writing with 85% better than 2 levels progress. Governors commended the Headteacher for the progress being made.

In response to a Governor's query, the Headteacher confirmed that intervention measures were always agreed with the SENCO and Assistant Headteacher before being put in place to narrow the gap for pupil premium pupils.

Admissions

Governors enquired of the Headteacher whether the admissions process had improved since the previous year. The Headteacher confirmed that the process had recently been running more smoothly and that the LA's admissions team had been helpful.

Secondary Transfer 2014

Governors reviewed the secondary transfer data outlined in the Headteacher's report. It was noted that over a third of pupils had transferred to the Archer Academy. The Chair and Headteacher agreed that, while the School was not a feeder school for the Archer Academy, the new option was seen positively by parents.

In response to a Governor's query, the Headteacher confirmed that mechanisms were in place to ensure that all Year 6 pupils were applying for secondary school places and that support was provided where necessary.

Translation of Literature

A Governor raised concerns about the fact that, given the School's demographics, literature was not distributed in a number of different translations. A discussion ensued regarding the cost implications of translating and distributing various copies of all literature and the Headteacher confirmed that this was done on an individual basis as required.

Governors joined the Chair in thanking the Junior School Headteacher for her full and informative report.

14/89 STAFF GOVERNOR REPORTS

JUNIOR SCHOOL

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

- Lesson Studies continued to have a positive impact on teaching and learning.

- Staff were pleased with the appointment of Jenny Aylen to the role of Headteacher
- New teaching staff and teaching assistants (TAs) were settling in well to the Brookland working environment.

INFANT SCHOOL

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

- The end-of-year assemblies had been very productive and allowed pupils to celebrate their achievements and share success stories.
- The Summer Fair had raised £9,000.
- New teaching staff and non-teaching staff were settling in well to the Brookland working environment.
- New social support interventions were in place to help support children who were not socialising in the playground.

14/90 **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

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.

Communications and Community Engagement

The committee meeting was held on 22 September 2014. 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 changed its name in order to emphasise its focus on exploring new ways to engage with stakeholders. At this point, the Junior School Headteacher thanked all Governors who had attended the Coffee Morning which had taken place earlier that day.

Personnel

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.

Finance

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.

The Junior School Headteacher explained that the School was replacing all of its interactive whiteboards and that the Finance Committee had approved this spend by email.

Curriculum

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.

14/91 **GOVERNOR VISITS**

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

Governors noted that Laura Pincus continued to collate visit logs which had been submitted to the school offices. This was in order to update the Governors' Visits' Log so that this could be reviewed at each Governing Body meeting.

Laura Pincus urged Governors to visit the School as often as possible and asked the Headteachers to inform her of issues and activities which merited school visits.

The Headteachers requested that Governors let the relevant school office know if they intended to take part in INSET training.

14/92 **CHAIR'S CORRESPONDENCE**

The Chair did not have any updates regarding his correspondence since the previous Governing Body meeting.

14/93 **ANNUAL REVIEW OF COMMITTEE STRUCTURE, MEMBERSHIP AND TERMS OF REFERENCE**

After a lengthy discussion and consideration of other models, Governors **AGREED** to retain the existing committee structure.

All committee chairs who had not already reviewed their terms of reference were urged to do so either by email or at their next committee meeting and provide feedback to the Chair of Governors.

Action: Committee Chairs

The membership of the Governing Body's committees were reviewed and updated (see Appendix 1).

14/94 **ANNUAL REVIEW OF REGISTER OF BUSINESS INTERESTS**

Governors were requested to complete the pro forma provided in their agenda packs for the meeting and return these to the school office for inclusion in the Register of Business Interests. Governors who were present submitted their completed forms to the Headteachers.

It was **AGREED** that absent Governors would complete their forms and return them to the School office.

Action: Simon Greenhouse, Erach Amaria, Rebecca Simon

The Clerk explained that, if required, the registers would be used for audit purposes.

14/95 **EDUCATION AND SKILLS DIRECTOR'S REPORT TO GOVERNORS**

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. 2014 Test, Assessment, and Examination Results

Governors noted the Director's congratulations to schools and to Barnet children and young people for high levels of attainment and progress in many areas, as outlined within the report.

2. School Improvement – Proposed Priorities and Consultation on a new Approach

It was noted that a report on school improvement has been prepared for the next meeting of the Council's Children, Education, Libraries and Safeguarding Committee on 15 September 2014. The report was available at:
<http://barnet.moderngov.co.uk/ieListDocuments.aspx?CIId=697&MID=7925#AI9098>

The report outlined the proposed Council priorities for school improvement for the academic year 2014-2015 and that all schools would be in School Improvement Partnerships of 3-6 Schools each by April 2015.

3. Alternative Delivery Model – Update on the ADM Survey and Proposals for further Consultation

The Council had been working with schools to develop a new way to deliver education related services in Barnet. The Director's report recorded thanks to Headteachers and Governors who attended briefings in June 2014 and who completed online consultation surveys during July and August 2014.

The report outlined initial consultation feedback which would be used to inform a report to the Children, Education, Libraries and Safeguarding Committee on 15 September 2014. The report could be seen at:
<http://barnet.moderngov.co.uk/ieListDocuments.aspx?CIId=697&MID=7925#AI9098>

The report included a draft outline business case, which set out proposals for further consultation to develop a new way of delivering the Council's Education and Skills service in partnership with schools.

4. Primary School Attendance

Governors noted that reducing absence in primary schools was a key priority for the LA because of the significance of the relationship between absence and achievement. It was noted that poor attendance was a nationally recognised school improvement issue.

Pupil attendance at Barnet primary schools in 2012/13 was below the national average and well below the London average. Consequently, the LA had organised a conference on 8 October 2014 aimed at providing support and encouragement to schools where levels of absence remain stubbornly high. Invitations had been sent to Headteachers.

5. School Balances

At its last meeting in July 2014, the Schools Forum received a report on schools' revenue balances. A number of primary schools had revenue balances in excess of 15% of their 2013/14 budget share. Members of the Schools Forum had agreed that, such high balances required further scrutiny, albeit that it was recognised that many schools may have been saving money for capital projects.

The Forum agreed that letters should be sent to Headteachers and Chairs of schools who had revenue balances of 12% or more over the last 3 years, or with a 2013/14 outturn balance exceeding 20%. The letters would ask schools to explain their high balances and any specific plans they might have to spend them.

6. School Places

The LA had managed to establish, with the support of schools, 208 additional reception class places over the last year and a further 118 in the current year. Thanks were recorded to schools who had worked with the LA over the last year to achieve this.

A report on the planning of new school places from 2015/16 to 2019/20 had been submitted to the Children, Education, Libraries and Safeguarding Committee on 15 September 2014 and could be seen at <http://barnet.moderngov.co.uk/ieListDocuments.aspx?CIId=697&MID=7925#AI9098>

The report outlined Barnet's commissioning strategy for school places to ensure that Barnet met its statutory duty to provide sufficient places up to 2019/2020. The commissioning strategy set out the investment plans currently in place, those that were in development and where further planning was required.

7. Reconstitution of Governing Bodies of Maintained Schools 2014-15

The report explained that all Governing bodies of maintained schools had to be constituted under the 2012 Constitution Regulations or the 2012 Federation Regulations, as appropriate, by 1 September 2015.

Action: Governors

The Clerk explained that the Government were proposing that Governing bodies be no larger than they needed to be to have all the skills necessary to carry out their functions.

The Regulations, as amended, created an explicit requirement that all appointed Governors have the skills required to contribute to effective governance and the success of the school.

Governing bodies were advised to carry out a skills audit, such as that produced by the National Governors' Association (NGA), to identify any specific gaps that needed to be filled in the skills, knowledge and experience of existing Governors. The outcome of this would help it determine whether prospective governors had the skills (including their willingness to learn particular skills) required to contribute to effective governance. It would also help to inform governor elections.

Governors required good inter-personal skills, appropriate levels of literacy in English (unless a governing body is prepared to make special arrangements), and sufficient numeracy skills to understand basic data.

The Governing Body could not be smaller than seven members, and had to include (subject to the requirements regarding foundation governors in qualifying foundation schools and voluntary aided schools):

- at least two parent governors;
- the Headteacher unless the Headteacher resigns as a governor;
- one, and only one, staff governor;
- one, and only one, local authority governor; and
- the governing body may appoint as many additional co-opted governors as they consider necessary. However, the number of co-opted governors who are eligible to be elected or appointed as staff governors must not, when counted with the one staff governor and the Headteacher, exceed one-third of the total membership of the governing body.
- There is no upper limit but governing bodies should have regard to the statutory guidance in deciding their size.

The Chair highlighted that the instrument of governance may specify a shorter term of office (a minimum of one year) for a particular category of governor.

Governors expressed concerns about the fact that the Governing Body could only include one Staff Governor in its membership under the new regulations.

Governors **NOTED** that, at the very least the Governing Body would want to retain 18 Governors because firstly, this would allow for all six Governors eligible to be Staff Governors to be retained (one third) and secondly, enough Governors were required to maintain the effective committees structure established.

8. Governing Body Checklist

The new Ofsted School Inspection Handbook (September 2014) provided clear guidance for inspectors on the duties and responsibilities of Governors. In order to assist Governors and Headteachers to identify strengths and

weaknesses in governance, Appendix One of the report contained an 'Effective Governance Checklist' which Governing Bodies could complete and discuss with their Headteachers.

It was noted that the effectiveness of governance would be made one of the key focuses for the Local Authority visits to schools in the spring term with relevant support offered through Barnet Governor Services and the Barnet Partnership for School Improvement (BPSI).

9. 2014 School Teachers' Pay & Conditions Document

The final version of the 2014 School Teachers' Pay & Conditions Document was laid before Parliament on 8 August 2014. The updated version had come into force on 1 September 2014. A copy of the document plus departmental guidance was available via the GOV.UK website.

The report summarised the main changes since the 2013 document. Governors were required to ratify changes to pay and appraisal policies from September 2014 to reflect the changes.

Action: Governors

10. Improvements to HR and Payroll Services

In April 2014, the LA Human Resources Department transferred to the new way of working and asked schools to use the new Payroll and HR online systems "My View" and "AskHR" to process pay, transactions and to raise queries and access information.

11. 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 LADO (Local Authority Designated Officer).

12. SEN Code of Practice

School leaders and Governors were advised to consider the steps that should be in place to implement their new responsibilities for Special Educational Needs (SEN).

A summary document on schools' responsibilities, drawn from the new SEN Code of Practice was available at:

<https://www.gov.uk/government/publications/send-guide-for-schools-and-alternative-provision-settings>

Action: Governors

14/97 HEADTEACHERS' PERFORMANCE APPRAISAL PANEL

It was **AGREED** that the Headteachers' Performance Appraisal Panel would consist of the Vice Chair, Rebecca Simon and the Chair.

14/98 **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.

The Chair undertook to investigate how many governors could access the NGA's resources and whether Laura Bier's log-in details could be re-allocated.

Action: Chair

14/99 **ANY OTHER BUSINESS**

Policies and the School Website

The Chair requested that all committees ensured that updated versions of policies within their remit were uploaded to School's website. The Chair undertook to recirculate the four-year plan.

Action: Governors

14/100 **DATES OF COMMITTEE MEETINGS**

The following committee meetings were arranged:

Finance	10 October 2014
Safeguarding	To be announced
Curriculum	To be announced
Premises, Health & Safety	To be announced
Communications	To be announced
Personnel	To be announced

14/101 **DATES OF GOVERNING BODY MEETINGS**

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

Autumn (2): Thursday 13 November 2014 at 6:30pm at the Junior School
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

14/102 **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.

COMMITTEE MEMBERSHIPS

2014-15

Communication and Community Engagement Committee:	
Laura Pincus (Chair)	Brenda McCafferty
Rachel Beard	Emma McCabe
Jenny Aylen	Anna Black
Curriculum Committee:	
Rachel Beard(Chair)	Brenda McCafferty
Emma McCabe	Maria Chapman
Jenny Aylen	Christine Rafferty
Mark Leibling	Alex Taylor-Yeates
Sara Wolfen	
Finance Committee:	
Katie Attwood (Chair)	Mark Leibling
Jenny Aylen	Alex Taylor-Yeates
Brenda McCafferty	Emma Howard
Head Teacher Performance Review Committee:	
Mark Leibling (Chair)	
Katie Attwood	Rebecca Simon
Personnel Committee:	
Christine Rafferty	Rebecca Simon
Jenny Aylen	Karen Tickner(Chair)
Brenda McCafferty	Emma Howard
Premises and Health & Safety Committee:	
Erach Amaria	Simon Greenhouse (Chair)
Jenny Aylen	Laura Pincus
Brenda McCafferty	Phil Mulvihill
Anna Black	
Safeguarding and Personal Development Committee:	
Karen Tickner	Laura Pincus
Brenda McCafferty	Anna Black
Jenny Aylen	Sara Wolfen
Chair:	
Mark Leibling	
Vice Chair:	
Katie Attwood	
Curriculum/Areas of Learning Link Governors:	
<i>TO BE ALLOCATED AND AGREED BY THE CURRICULUM COMMITTEE</i>	
<i>Literacy:</i>	TBC
<i>Numeracy:</i>	TBC
<i>ICT:</i>	TBC
<i>Foundation Stage:</i>	TBC
<i>Foundation Subjects:</i>	TBC
Educational Visits Governor:	
Laura Pincus	
Gifted and Talented Governor:	
Karen Tickner	
Training and Development Link Governors:	

Rebecca Simon
Head Teacher Performance Management Review Appeal Officer: Rachel Beard
Head Teacher Performance Management Review Moderating Governor: Emma Howard
Induction Mentors: To be appointed by chair as new governors are appointed
Safeguarding Governors: Karen Tickner Laura Pincus
SEN, Inclusion and Disability Link Governor: Chris Rafferty
English as an Additional Language (EAL) Link Governor: Rachel Beard
Pupil Premium Link Governor: Emma Howard