

GOVERNING BODY FOR BROOKLAND INFANT AND JUNIOR SCHOOLS
MINUTES OF THE MEETING HELD AT THE SCHOOL
ON MONDAY 30 SEPTEMBER 2013

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)
1 vacancy (Infant Teacher)

PARENT GOVERNORS

*Jonathan Black (Junior)
*Alexandra Taylor-Yeates (Infant)
*Laura Pincus (Infant)
*Karen Tickner (Infant)
*Mark Leibling (Junior) (Chair)
1 vacancy (Junior)

COMMUNITY GOVERNORS

*Katie Attwood (Vice Chair)
*Rachel Beard
*Christine Rafferty
*Laura Bier (Junior)

*denotes member present

NON-VOTING OBSERVERS

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

IN ATTENDANCE

Mr George Peradigou – Clerk

PART I

13/78 WELCOME

The Chair welcomed Governors to the meeting. A special welcome was extended to Emma Howard, the new LA Governor, followed by a round of introductions for her benefit. Jenny Ayles and Brenda McCafferty were also welcomed by Governors to their new roles as Headteachers and Governors of the School.

The Chair reminded Governors that an Ofsted inspection would begin the following day. It was agreed that, following the Governing Body meeting, a meeting would take place regarding preparation for the inspection. It was noted that, due to this, some agenda items would be deferred until the next meeting.

13/79 ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted on behalf of Heather Blackmore and Phil Mulvihill.

13/80 DECLARATION OF PECUNIARY INTERESTS

There were no pecuniary interests declared.

The Clerk took the Chair for the next item.

12/81 **APPOINTMENT OF CHAIR FOR ACADEMIC YEAR 2013/2014**

Nominations for the position of Chairman 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 2013/2014, or until his successor was appointed.

Mark Leibling resumed the Chair. Rebecca Simon and Rachel Beard joined the meeting.

12/82 **APPOINTMENT OF VICE-CHAIR FOR ACADEMIC YEAR 2013/2014**

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 2013/2014, or until her successor was appointed.

12/83 **CONSIDERATION OF APPOINTMENT OF COMMUNITY GOVERNOR**

The Chair explained that Laura Bier was stepping down as a Parent Governor in order to be nominated as a Community Governor. He said that this would fill the existing Community Governor vacancy.

Laura Bier left the meeting.

The nomination for the appointment of Laura Bier as Community Governor was considered. Upon a show of hands, it was unanimously agreed that she be appointed for the four-year period ending 29 September 2017.

Laura Bier rejoined the meeting and was congratulated on her appointment.

The Chairman explained to Governors that Jonathan Black was also standing down as a parent Governor. Governors joined the Chair in thanking him for his valued contribution to the Governing Body. The Clerk undertook to organise an election for the two Junior School Parent Governor vacancies as a result of these changes.

Action: Clerk

13/84 **MINUTES**

The minutes of the meeting held on 3 July 2013, copies of which had been circulated prior to the meeting, were **CONFIRMED**, initialled and signed by the Chair, subject to minor grammatical amendments.

13/85 **MATTERS ARISING**

13/46 E-Safety Policy: Use of new technologies by parents Governors noted that this policy had been completed for the Junior School and was being progressed by the Infant School.

13/86 **HEADTEACHERS' REPORT**

JUNIOR SCHOOL HEADTEACHERS' REPORT

Governors noted the information within the Headteachers' report. Arising from the report:

Staffing

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

Key Stage 2 (KS2) Teacher Assessment and SATs

The Co-Headteacher said that the School was pleased with the overall progress and achievement of KS2 pupils and that a detailed assessment analysis would be presented to Governors at the next meeting.

Health and Safety Inspection

The Chair asked if the health and safety inspection of the premises included both Schools. Simon Greenhouse explained that this only covered the Junior School due to time restraints although the boundaries of the Infant School were inspected. The Chair suggested that the walkabouts be used to inspect the outside boundaries of the Schools.

Simon Greenhouse assured Governors that a more in-depth health and safety inspection would be arranged for the current term.

Absenteeism

A discussion ensued regarding the fining of a family due to absenteeism of a pupil. It was noted that schools across the borough were being advised by the local authority (LA) to remain stringent regarding penalty charges for absence.

INFANT SCHOOL HEADTEACHER'S REPORT

Governors noted the information within the Headteacher's report. Arising from the report:

Assessment Data

The Deputy Headteacher tabled and circulated a briefing which analysed the School's assessment data, a copy of which was filed in the minute book. Arising from the discussion:

In the Early Years Foundation Stage (EYFS), the School was above the Barnet average in terms of the 2013 'Good Level of Development' OfSTED measure.

Phonics test results were above the Barnet and national required standards.

In response to a Governor's query, the Headteacher explained that 12 points was the School's expected progress for Key Stage 1. She said that this was very challenging in comparison to other schools but that staff were confident this could be achieved.

It was noted that the School aimed to increase the amount of Free School Meal (FSM) pupils achieving Level 3 in all subjects.

The Headteachers were thanked for their full and informative reports.

13/87 **COMMITTEE REPORTS**

Premises and Health and Safety

The committee had not met since the last Governing Body meeting but was due to meet soon.

Communications

This committee had not met since the last Governing Body meeting but was due to meet soon.

Safeguarding and Personal Development

The minutes of the meeting held on 30 September 2013 were received and noted by Governors, a copy of which was filed in the minute book.

Finance

The committee had not met since the last Governing Body meeting but was due to meet soon.

It was noted that the LTM leasing company were open to negotiations regarding the photocopier leases.

Personnel

The meeting was held on 23 September 2013. Copies of the minutes had not yet been circulated. The Chair of the Committee gave a verbal update.

Curriculum

The minutes of the meetings held on 14 June and 24 September 2013 were received and noted by Governors, copies of which were filed in the minute book.

13/88 GOVERNOR VISITS

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

- Laura Pincus had visited the Infant School to discuss Gifted and Talented (G&T) provision in the subject of Information and Communication Technology (ICT). As the Safeguarding Link Governor, she ensured that playground safety and e-safety were examined during the visit.
- The Chair informed Governors that he had visited the Year 2 Giraffe Class and had discussed with the ~~ML~~^{MLE} Co-ordinator how to communicate Governor issues better through the managed learning environment (MLE).

Governors recorded thanks to staff who were involved in organising the above activities.

13/89 CHAIR'S CORRESPONDENCE

The Chair informed Governors about his communication with one local resident who often made requests for information and had submitted suggestions. It was noted that the School was aware of the issues raised and these were being dealt with. The Chair said that the resident had spoken positively about the School since the new term.

13/90 STAFF GOVERNORS' REPORTS

The item was deferred until the next meeting.

13/91 ANNUAL REVIEW OF COMMITTEE STRUCTURE, MEMBERSHIP AND TERMS OF REFERENCE

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

13/92 ANNUAL REVIEW OF REGISTER OF BUSINESS INTERESTS

Governors were requested to complete the pro forma provided in their packs and return it to the School Office for inclusion in the Register of Business Interests. The Governors 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: Absent Governors

13/91 GOVERNOR SUPPORT AND DEVELOPMENT, AND REPORT OF THE TRAINING LINK GOVERNOR

The Governor Development Programme was commended to Governors by the Training Link Governor, who urged Governors to attend training courses.

13/92 **DIRECTOR OF CHILDREN'S SERVICE REPORT**

The Director's Report for the current term, copies of which had been previously circulated, were received and noted. Arising from the report:

1. Education Strategy for Barnet 2013/14 – 2015/16

This strategy had now been endorsed by the council's cabinet and would be published shortly.

2. Changes to Legislation on Special Educational Needs (SEN)

The Children & Families Bill, which was currently in the final stages of its passage through Parliament, was expected to be implemented from September 2014. The principal changes expected in SEN legislation were listed in the report, together with related links. Once the new SEN Code of Practice was in place, the LA's educational psychologists would be providing school staff and SENCOS with advice and support regarding its implementation.

3. Schools Financial Value Standard (SFVS): Feedback on 2012/13 Submissions

Feedback on the first year of schools' completion of the SFVS was given in the report, together with recommendations for improving practice.

4. Governors' Handbook

The Governors' Handbook, which replaced the Governors' Guide to the Law, had now been published and was available on the Department for Education (DFE) website, as the following link:

<http://www.education.gov.uk/schools/leadership/governance/b00224781/govhandbook>

5. Changes to Maintained School Governance Procedures

Governors' attention was drawn to The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 which came into force on September 2013. These new regulations have made significant changes to the roles and responsibilities of governors and governing bodies in all maintained schools and pupil referral units.

6. Fischer Family Trust (FFT) Governor Dashboard

Governors noted the new FFT online facility for school governors, access to which would be provided by their school, would provide information on their school's attainment, progress, attendance and estimates of future performance.

7. The Multi Agency Safeguarding Hub (MASH)

Information was given in the report about this new facility which was based at the North London Business Park from August 2013. MASH would be the first point of contact for all child referrals in the borough.

13/93 **ANY OTHER BUSINESS**

Directors Briefing for Chairs and Vice Chairs

The Chair reported to Governors on the issues discussed at the Director's briefing. He informed Governors that the termly meeting had been useful and featured a presentation from a Chair and Vice Chair of a school which had recently been inspected and judged Outstanding. Valuable tips were shared during this presentation. It was noted that Katie Attwood would be invited to these briefings as the new Vice Chair.

The Chair highlighted that primary school conversion to academy status was also featured at the briefing. The Infant School Headteacher said that Neil Marlow, Learning Network Inspector, was willing to facilitate this discussion at a Governing Body meeting if Governors wanted this in the future.

13/94 **DATES OF COMMITTEE MEETINGS**

The following committee meetings were arranged:

Finance	18 October 2013
Safeguarding	21 January 2014
Curriculum	15 November 2013
Premises, Health & Safety	To be announced.
Communications	To be announced.
Personnel	To be announced.

13/95 **DATES OF GOVERNING BODY MEETINGS**

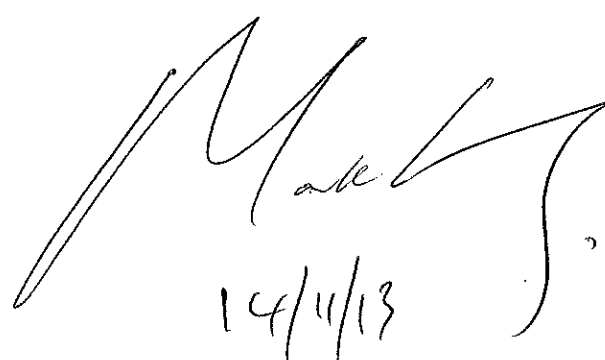
The dates of the following Governing Body meetings were confirmed:

Autumn (2): Thursday 14 November 2013 at 6.30pm
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.

13/96 **MOTION OF CONFIDENTIALITY**

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



A handwritten signature in black ink, appearing to read 'Mark', is written above the date '14/11/13'. The signature is stylized and cursive.

Appendix 1: GOVERNERS AND COMMITTEE MEMBERSHIP 2013-14

Governors:	
Katie Attwood - Community	Simon Greenhouse – Teaching Staff (Junior)
Rachel Beard – Community	Mark Leibling – Parent (Junior)
Laura Bier – Community	Karen Tickner – Parent (Infant)
Christine Rafferty – Community	Laura Pincus – Parent (Infant)
Heather Blackmore – Co-Head Teacher (Junior)	Alex Taylor-Yeates – Parent (Infant)
Jenny Ayles – Co-Head Teacher (Junior)	Rebecca Simon – LA
Brenda McCafferty – Head Teacher (Infant)	Emma Howard – LA
Phil Mulvihill – Support Staff (Infant)	Erach Amaria – LA
Emma McCabe – Teacher (Infant)	Vacancy – LA
Maria Chapman - Support Staff (Junior)	Vacancy – Parent (Junior)
	Vacancy – Parent (Junior)
Associate Members:	
Communication Committee:	
Rachel Beard	Brenda McCafferty
Laura Bier	Laura Pincus (Chair)
Heather Blackmore/Jenny Ayles	
Curriculum Committee:	
Rachel Beard(Chair)	Brenda McCafferty
Laura Bier	Maria Chapman
Heather Blackmore/Jenny Ayles	Christine Rafferty
Mark Leibling	Alex Taylor-Yeates
Finance Committee:	
Katie Attwood (Chair)	Mark Leibling
Heather Blackmore/Jenny Ayles	Alex Taylor-Yeates
Brenda McCafferty	Emma Howard
Head Teacher Performance Review Committee:	
Mark Leibling (Chair)	
Katie Attwood	Rebecca Simon
Personnel Committee:	
Laura Bier	Rebecca Simon
Heather Blackmore/Jenny Ayles	Karen Tickner(Chair)
Brenda McCafferty	Emma Howard
Premises and Health & Safety Committee:	
Erach Amaria	Simon Greenhouse (Chair)
Heather Blackmore/Jenny Ayles	Laura Pincus
Brenda McCafferty	Phil Mulvihill
Safeguarding and Personal Development Committee:	
Laura Bier (Chair)	Laura Pincus
Brenda McCafferty	Christine Rafferty
Heather Blackmore/Jenny Ayles	Karen Tickner
Chair:	
Mark Leibling	
Vice Chair:	
Katie Attwood	
Curriculum/Areas of Learning Link Governors:	
TO BE ALLOCATED AND AGREED BY	

Literacy:	TBC
Numeracy:	TBC
ICT:	TBC
Foundation Stage:	TBC
Foundation Subjects:	TBC
Educational Visits Governor: Laura Pincus	
G&T 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: Laura Bier	