

**GOVERNING BODY FOR BROOKLAND INFANT AND JUNIOR SCHOOLS**  
**MINUTES OF THE MEETING HELD AT THE SCHOOL**  
**ON WEDNESDAY 9 JULY 2014**

**MEMBERS**

**LA GOVERNORS**

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

**STAFF GOVERNORS**

\*Brenda McCafferty (Infant Headteacher)  
\*Heather Blackmore (Jr Co-Headteacher)  
\*Jenny Aylen (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**

**14/62 WELCOME**

The Chair welcomed Governors to the meeting.

**14/63 ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted on behalf of Erach Amaria, Phil Mulvihill, Rachel Beard, and Amy Simpson.

Governors joined the Chair in presenting gifts to Heather Blackmore and Laura Bier, who were resigning from the Governing Body, and offering thanks for their hard work and commitment to the Governing Body.

Thanks were recorded to Laura Bier for her role as Vice Chair throughout the previous academic year and for chairing a number of committees during her term of office.

Thanks were recorded to Heather Blackmore for achieving an 'Outstanding' Ofsted judgement and subsequently maintaining this status during the Junior School's last Ofsted inspection. She, in turn, thanked both current and past Governors for their support and constructive challenge. She also thanked her Co-Headteacher and expressed confidence in her ability to run the School as of the new academic year 2014-15.

14/64 **DECLARATION OF PECUNIARY INTERESTS**

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

14/65 **SCHOOL COUNCIL PRESENTATIONS**

**Infant School**

Members of the Infant School Council introduced themselves to Governors and explained the various functions of the School Council.

Governors noted the following functions and achievements of the School Council over the past year:

- the reward schemes in place;
- participation in consulted on various issues;
- the introduction of the School's 'Golden Rules';
- the celebration and publicising of various achievements;
- support offered to other pupils to improve behaviour and safety;
- mechanisms in place to increase cross-year group interactions;
- forward planning on work to resolve playground disputes.

In response to a Governor's query, School Council representatives explained that the length of service of those members on the School Council was generally two years. They explained that, once pupils moved onto the Junior School, Reception pupils took their place on the School Council.

The Chair thanked the Infant School Council for their informative presentation and remarked that the Governing Body shared with them the common factor of working to improve the School.

**Junior School**

Members of the Junior School Council introduced themselves to Governors and explained the various functions of the School Council.

Governors noted the following functions and achievements of the School Council over the past year:

- election of the Chair, Vice Chair and Secretary at the first meeting of the academic year;
- the promotion of healthy living. This included submitting consultation feedback to the School's caterers and assisting in the organisation of a healthy school week;
- ongoing work to support local charities through various events (£1321 had been raised through a mini-market which was recently organised);
- participation in consultation on various school issues, including that which had taken place as part of the new Junior School Headteacher recruitment process;
- helping to organise the current Headteacher's retirement celebration at the end of the current term.

The Chair confirmed that the feedback received from the Junior School Council, through consultation as part of the Headteacher recruitment process, was considered when appointing the new Headteacher.

A Governor asked about the type of experience pupils gained from being on the Junior School Council. Representatives of the School Council explained that they had gained valuable experience of knowledge and idea sharing.

#### Junior School Travel Ambassadors

The Junior School Travel Ambassadors provided a presentation to Governors regarding their work on the School Travel Plan (STP). They explained the various initiatives in place to support the delivery of the STP. Governors noted that the School had been awarded the Gold Star for being outstanding for sustainable travel.

The Chair thanked the Junior School Council and the Junior School Travel Ambassadors for their informative presentation and explained that the Governing Body shared with them the common factor of working towards school improvement.

### **14/66 PRESENTATIONS ON THE NEW PRIMARY SCHOOL NATIONAL CURRICULUM 2014**

#### **Infant School**

The Infant School Headteacher presented information to Governors regarding the new primary school national curriculum. She outlined the various changes to the curriculum and informed Governors these impacted more on the Junior School than the Infant School.

In response to a Governor's query, the Headteacher confirmed that cooking would still be done in class. However, the cooker would not be accessible in

classrooms and pupils would venture into the communal area to use it. The Headteacher assured Governors that this would be fully supervised.

## **Junior School**

Riaz Khan presented information to Governors regarding the new primary school national curriculum and its impacts on the Junior School. Governors noted the various changes in the new curriculum for the 2014-15 academic year.

Following a Governor's query, the Co-Headteachers explained that, while the School would be meeting new requirements, it would also maintain the teaching objectives which had previously proven to have a positive impact on teaching and learning. As one example, it was noted that the cross-curricular creative curriculum would be maintained.

Governors noted that, during the course of analysing its current curriculum and comparing it to the new curriculum, the School used whole-school meetings to consult with its pupils to discover which objectives were most important to them.

Cross-Year Working Groups were then established to review new requirements and match objectives to year groups. Following this, Subject Leaders devised action plans and curriculum maps to ensure that: 1) particular teaching objectives were not lost, and 2) new key objectives were fully met.

In response to a Governor's query, Riaz Khan confirmed that Computing posed the most significant challenges and that staff would have to adapt to these. He outlined the various initiatives and support being put in place to prepare for these challenges.

Following a Governor's question, the Co-Headteachers confirmed that the loss of levels as an assessment method would not interfere with the School's ability to ensure that more able pupils were meeting their potential.

## **14/67 MINUTES**

The Part I minutes of the meeting held on 21 May 2014, copies of which had been circulated prior to the meeting, were **CONFIRMED**, initialled and signed by the Chair, subject to the following amendments:

### **14/47 Infant School Headteacher's Reports: Attendance**

The second sentence of the third paragraph was amended to read: 'The Headteachers explained that *parents'* views would also have to be considered'.

### **14/50 Governor Visits**

The third paragraph was amended to read: '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.

## 14/68 MATTERS ARISING

### **14/46 Governor Visits Log**

Copies of the visit logs were retained at both schools' offices. Laura Pincus continued to collate and monitor these.

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

The Chair, 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 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

### **14/47 Attendance: 2015/16 Term Dates**

The Headteachers confirmed that they had met and agreed term dates and INSET days for the 2015/16 academic year. They undertook to inform parents of these.

Action: Headteacher

### **14/48 Staff Governor Reports: Defibrillator**

The Infant School Headteacher reported back to Governors following her investigation into the feasibility of purchasing a defibrillator. She explained that it was not currently financially viable for the School to purchase a defibrillator.

In response to a series of questions, the Infant School Headteacher reassured Governors that staff were being trained to enable them to use the Junior School's defibrillator and that they had been made aware of its location.

In response to a Governor's query, the Junior School Co-Headteacher said that it had never been necessary for them to use their defibrillator.

It was noted that all other actions from the minutes had been completed.

## 14/69 REPORTS OF COMMITTEES

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

The minutes of the meetings held on 1 April 2014 and 5 June 2014, copies of which were tabled and circulated, were received and noted by Governors. Arising from the discussion:

## Infant School Site Inspection

It was noted that a site inspection of the Infant School had been undertaken. The staff toilets were being refurbished and redecorated over the summer. The computer room would also start to be used as a planning, preparation, and assessment room by staff as soon as new laptops were purchased and staff were comfortable using them.

## Pathway Lighting

The angle at which the pathway's light was facing had been changed several times to accommodate a resident's request. However, it was decided that any further changes would become a safety hazard for the School as, during the winter, the pathway lighting would be inadequate for pedestrians using the premises.

## Driveway Barrier

The Committee had discussed the positioning of the driveway barrier so as to ensure it was installed in a in an area with the required width without causing a hazard to pedestrians.

It was noted that the most satisfactory quote had been received from Securebase who had met all specifications and requirements, and could be integrated into the School's current security system. The Barrier would work off a fob, pin number and emergency key for emergency services.

In response to a series of Governor questions, Simon Greenhouse confirmed that:

- Allotment owners would receive the access code and that this could be changed if there was any abuse of access.
- A list of reasons to grant access to vehicles was being formulated for staff.
- Staff would be asked to monitor the gate to ensure that vehicles did not tailgate.
- The barrier would be installed during the summer.
- Signage was being installed to warn drivers about the barrier before they entered the School's driveway. Information about the barrier had also been included in the recent newsletter circulation to parents. It was noted that Governors should be ready to reiterate this to parents during the first two weeks of the term.

Action: Governors

The Chair requested that architectural drawings for the proposed instillation be circulated to Governors. The Headteachers undertook to mark the location with chalk so as to show Governors where the instillation would take place.

Action: Simon Greenhouse/Headteachers

## Health and Safety Inspection

Simon Greenhouse undertook to carry out a Health and Safety Inspection of both Schools during the summer and return findings to the Premises Committee.

Action: Simon Greenhouse

## **Safeguarding**

The committee minutes of the meeting held on 11 June 2014, copies of which had been circulated prior to the meeting, were received and noted by Governors. Arising from the discussion:

The committee had reviewed the sample safeguarding questions for Governors.

Sara Wolfin and Laura Pincus had recently attended Governor safeguarding training, and advised that the School required a designated safeguarding officer.

Action: Headteachers

## **Communications**

The committee minutes of the meeting held on 4 June 2014, copies of which had been separately circulated prior to the meeting and noted by Governors.

## **Personnel**

The committee meeting was held on 27 June 2014. Copies of the minutes had not yet been circulated. The Chair of the Committee gave a verbal update. Arising from the discussion:

- The Appraisal Policy and the Disciplinary and Grievance Policy had been reviewed.
- It was **AGREED** that Governors would be provided with information showing the number of staff on various pay scales.

Action: Headteachers

## **Finance**

The committee minutes of the meeting held on 13 June 2014, copies of which had been separately circulated prior to the meeting and noted by Governors. Arising from the discussion:

It was noted that the committee had reviewed the budget and the Pupil Premium spend, as well as monitoring progress with the new tender for a catering supplier.



## 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.

*Rebecca Simon gave her apologies and left the meeting.*

### 14/70 Self-Evaluation Form (SEF)

#### Infant School

The Infant School SEF, a copy of which was previously circulated, was reviewed and discussed by Governors. Arising from the discussion:

It was noted that the achievements section of the SEF would be filled in at the end of the academic year, once assessment results were known.

The Chair requested that the Infant School Headteacher amend the SEF to include a section on areas for development and evidence to support the points made.

Action: Infant School Headteacher

A Governor highlighted the statement that observations showed that 57% of teaching was outstanding. In response to her query, the Infant School Headteacher said it was difficult to compare this figure with that of other school's as this was unknown, although it was similar to the Junior School's. In response to a further query, she confirmed that interventions were in place to support teachers whose lesson observations were judged as 'requiring improvement'.

#### Junior School

The Junior School SEF, a copy of which was previously circulated, was discussed by Governors. Arising from the discussion:

Governors noted that the document <sup>format</sup> had not changed since it was last reviewed by the Governing Body.

In response to a Governor's query, the Co-Headteachers confirmed that Governors who had received the relevant governor training were required to be the School's designated Safer Recruitment Governors. Christine Rafferty and Laura Pincus had received the relevant governor training and were **APPOINTED** as the designated Safer Recruitment Governors.

*Laura Bier gave her apologies and left the meeting.*

### 14/71 GOVERNOR VISITS

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

Governors continued to submit their completed visit logs to the School offices following their school visits. These were then collected by Laura Pincus prior



to each Governing Body meeting so that an updated Governors Visits Log could be reviewed at each meeting.

The Governor Visits Log was noted and included Governor visits to the Brazilian themed assembly and the School's summer fair. Governors recorded thanks to staff and pupils who helped organise the summer fair.

The Chair urged Governors to visit the School as often as possible. It was noted that the Chair and Headteachers would inform Governors of issues and activities which merited visits.

#### 14/72 **CHAIR'S CORRESPONDENCE**

The Chair had not received any correspondence since the previous Governing Body meeting.

#### 14/73 **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 by the Chair, 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.

#### 14/74 **ANY OTHER BUSINESS**

##### **Committee Remits**

The Chair asked Governors to look at their committee remits and consider new areas of interest before officially agreeing the committee memberships at the next Governing Body meeting.

Action: Governors

##### **Knowledge Sharing**

The Chair informed Governors that he had attended the knowledge-sharing session hosted by the Archer Academy, which included a mix of local primary and secondary school representatives. He said that the group would continue to meet and asked Governors to inform him of ideas or questions they wanted him to convey.

Action: Governors

##### **LA Restructure**

The Chair reported back to Governors following his attendance at the LA Restructure briefing on 30 June 2014. He explained that the LA had proposed that, due to budgetary constraints, various LA departments would be downsized and it would no longer have the resources required to support schools in the same way as it had been previously. The LA was currently consulting on the various alternative delivery models it could pursue.

In response to a Governor's query, the Chair said that the SEN provision was also changing but that this was a separate issue.

### **Governing Body Reconstitution**

Governors noted that the Department for Education had indicated its intention of requiring all Governing Bodies of maintained schools to reconstitute in line with the School Governance (Constitution) (England) Regulations 2012 by September 2015.

It was noted that the government was concerned that the number of governors should be no more than necessary and that every Governor should have the skills required to contribute to the effective governance and success of the school.

The chair said that the Governing Body would consider reconstitution during the 2014 autumn term.

Action: Chair and Clerk

### **14/75 DATES OF COMMITTEE MEETINGS**

The following committee meetings were arranged:

|                           |                 |
|---------------------------|-----------------|
| Finance                   | 10 October 2014 |
| Safeguarding              | 13 October 2014 |
| Curriculum                | To be announced |
| Premises, Health & Safety | To be announced |
| Communications            | To be announced |
| Personnel                 | To be announced |

### **14/76 DATES OF GOVERNING BODY MEETINGS**

The dates of the following Governing Body meetings were confirmed:

Autumn (1): Monday 29 September 2014 at 6:30pm at the Junior School

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

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

### **14/77 MOTION OF CONFIDENTIALITY**

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