

THE GOVERNING BODY FOR BROOKLAND INFANT AND JUNIOR SCHOOLS
MINUTES OF THE MEETING HELD AT THE SCHOOL ON
WEDNESDAY 18 MARCH 2015

MEMBERS

LA GOVERNOR

Emma Howard

STAFF GOVERNOR

*Phil Mulvihill (Infant Support)

PARENT GOVERNORS

*Alexandra Taylor-Yeates (Infant)

*Laura Pincus (Infant)

*Karen Tickner (Infant)

*Anna Black (Junior)

*Sara Wolfen (Junior)

*Mark Leibling (Junior) (Chair)

*Tim Jackson (Junior)

CO-OPTED GOVERNORS

*Simon Greenhouse (Junior Teacher)

*Emma McCabe (Infant Teacher)

*Katie Attwood (Vice Chair)

*Rachel Beard

*Christine Rafferty

*Rebecca Simon

*Dennis Lam (Junior Support)

HEADTEACHERS

*Brenda McCafferty (Infant Headteacher)

*Jenny Ayles (Junior Headteacher)

*denotes member present

NON-VOTING OBSERVERS

*Amy Simpson (Infant DHT)

*Shirley Bates (Junior DHT)

IN ATTENDANCE

George Peradigou (Clerk)

Amira Nassr (Trainee Clerk)

Prior to the main business of the evening, a presentation was given by Jane Morris on Safeguarding and the role of the governor. The training was very informative and prompted some very useful discussions and questions amongst the governors. The Chair expressed his thanks and appreciation to Jane on behalf of the full governing body.

The Clerk took the Chair for the first item.

15/19 CONSIDERATION OF APPOINTMENT OF MARK LEIBLING AND DENNIS LAM AS CO-OPTED GOVERNORS

Nominations for the two Co-opted Governor vacancies had been received and noted by Governors. Both candidates were asked to leave the room whilst a vote was conducted. After a show of hands, Mark Leibling and Dennis Lam were **APPOINTED** as Co-opted Governors.

Mark Leibling and Dennis Lam re-entered the room and were congratulated. Mark Leibling took the Chair.

15/20 **WELCOME**

The Chair welcomed the Governors to the meeting, with special reference to the new Governors Tim Jackson and Dennis Lam who were attending their first meeting. All Governors proceeded to introduce themselves. The two new Governors also provided a brief note of their relevant expertise and backgrounds.

The Chair informed Governors that mentoring arrangements were in place and that Governor photo-boards and the Governing Body Skills Audit were being updated. He also confirmed that Disclosure and Barring Service (DBS) checks for new Governors were being processed.

15/21 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted on behalf of Emma Howard.

15/22 **DECLARATION OF PECUNIARY INTERESTS**

None of the Governors present declared a pecuniary interest in the business to be discussed.

15/23 **PART I MINUTES OF THE MEETING HELD ON 21 JANUARY 2015**

Part I of the Minutes of the meeting held on 21 January 2015 were **CONFIRMED**, initialed and signed by the Chair as a fair representation of the meeting, subject to the following amendments:

15/06 Matters Arising: 14/95 Education and Skills Director's Report to Governors: School Improvement

The list of schools with which the Schools had formed a School Improvement Partnership was inconclusive. The Chair undertook to send the Clerk the complete list.

Action: Chair

14/114 Reports of Committees: Premises

In the first sentence, 'the school had secured disability funding amounting to £32,000', was amended to read, 'the school had secured additional disability funding amounting to £32,000'.

In the final sentence, 'quotes were being obtained', was amended to read, 'quotes had been obtained'.

15/07 Headteachers' Reports: Infant School Headteacher's Report: Parent Questionnaire

In the fourth paragraph, 'school newsletters', was amended to read, 'termly Governors' newsletters'.

At the end of the final paragraph, 'as it' was removed.

15/07 Headteachers' Reports

At the end of both the Infant School Headteacher's Report and the Junior School Headteacher's Report sections, the following text was added:

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

15/07 Headteachers' Reports: Junior School Headteacher's Report: Obesity Week Competition

In the first sentence of the first paragraph, 'a pupil had won a prize of £10,000 of school funding towards physical education', was amended to read, 'a pupil had won a prize of £10,000 of school funding to promote physical activity'.

15/07 Headteachers' Reports: Junior School Headteacher's Report: Events

In the second paragraph, 'Parent-Teacher Association (PTA)', was amended to read, 'Parent Association (PA)'.

15/07 Headteachers' Reports: Junior School Headteacher's Report: Fire Drill

In the final sentence of the first paragraph, 'the School was making efforts to resolve this' was amended to 'the School was making efforts to improve this'.

15/11 Reports of Committees: Safeguarding

In the first sentence of the second paragraph, 'Safeguarding Link Governor', was amended to 'SEN Link Governor'.

15/24 MATTERS ARISING

15/06 Matters Arising, *14/93 Annual Review of Committee Structure, Membership and Terms of Reference*: The Chair confirmed that he had received the Personnel Committee's terms of references.

15/06 Matters Arising, 14/95 Education and Skills Director's Report to Governors: School Improvement: The Infant School Headteacher informed the Finance Committee about the details regarding the commitment of funds for its School Improvement Partnership. She notified the Full Governing Body that the fund specified £1 for each Nursery child and £2 for each KS1 child.

15/06 Matters Arising, 14/119 LA Delivery Model: The Chair confirmed that he had made a Freedom of Information (FOI) request for the raw data of the consultation.

15/06 Matters Arising, 14/119 Admission for Children of Staff: The Infant Headteacher noted her involvement in the Working and Recruiting Party. She had taken the idea of retaining staff to the Party and it would be under consultation in 2016/17. A Governor asked for clarification of the phrase 'which type of staff' to which the Infant Headteacher replied that this would be considered within the consultation.

15/07 Junior Headteacher's Report, Obesity Week Competition: Laura Pincus confirmed that this would be published in the next newsletter.

15/07 Junior Headteacher's Report, Fire Drill: The Junior Headteacher noted that the Fire Drill procedures had been investigated with improvements put in place to reduce the time of evacuation. Children with particular needs would be situated in more appropriate places in the line.

15/08 Infant School Self Evaluation Form (SEF): The Infant School Headteacher undertook to update the SEF according to the information obtained through the recent parents' questionnaire.

15/11 Reports of Committees, Safeguarding: Christine Rafferty confirmed that she had passed on the role of Designated Special Educational Needs (SEN) Governor to a member of the Safeguarding Committee, Sara Wolfin.

15/25 JUNIOR SCHOOL LOCAL AUTHORITY (LA) REVIEW REPORT

The Chair introduced the document to Governors; likening it to an Ofsted inspection without the grading. Governors joined him in recording thanks to staff for all their hard work and contributions, as reflected within the Report.

The Junior Headteacher provided a brief overview of the Report. She explained that the Review was part of an entitlement of a new Headteacher after six months of appointment, adding that the Review Panel had been carefully selected for their cumulative expertise.

It was agreed that the main thrust of the review was to obtain an external view of achievement, the quality of teaching and learning, the behavior and safety in the School and the leadership and management of the School. This then allowed for strengths as well as areas of development to be identified.

She pointed to the positives of the experience and the fact that it had been very thorough and useful in a developmental sense. She noted the good learning experience that it had provided especially in terms of the interviewing element.

The Review had been organised under headings/categories in line with Ofsted criteria, which was very helpful.

Arising from the Review:

- Children generally joined the School in Year 3 significantly above national averages.
- With children joining the School significantly above national, demonstrating progress was a challenge to the School but a challenge that the School had risen to, with Value Added progress consistently being significantly above national.
- The School had identified the attainment and progress of their disadvantaged children as an issue and their Pupil Premium interventions were carefully targeted and flexible to individual and cohort needs.
- The Book Scrutiny demonstrated that achievement was strong across the School and there was clear evidence of the progress that pupils were making in all of the subjects.
- The emphasis that the School was putting on the achievement of disadvantaged and Special Educational Needs (SEN) pupils was having an impact.
- The children of the School were happy and confident and there was an evident breadth and balance of the curriculum.
- There were some real strengths in the quality of teaching and learning in the School.
- The general behavior in class was exemplary with positive behavior strategies being employed. There was an exception to this with regard to some transitions within the School day.
- Teaching Assistants (TAs) were deployed effectively to support children with SEN or who had English as an Additional Language (EAL).
- Areas for development for teaching and learning were identified.
- The effective role of the Governing Body was noted under the Leadership and Management of the School.
- Achievement was strong across the School with clear signs of improvements.
- Social, Moral, Spiritual and Cultural (SMSC) development was a real strength of the School.

The Headteacher highlighted that a number of the improvements had already been put in place and were proving effective. She extended her gratitude to all members of Staff as well as the children of the School who had been very cooperative and evidently proud of their School.

The Chair then opened the floor for discussion or comments from Governors about the document. He noted that whilst the Review could not confirm an Ofsted grading, the School's Self Evaluation Plan (SEF) did make use of the term 'outstanding' quite frequently, and the Review team had agreed with the SEF.

He also pointed to the positives of the School in terms of it being outward looking and the importance of sustaining this. He highlighted the Partnerships with the additional schools as evidence of this.

A Governor asked if the Review team had been notified of the absenteeism within the school in reference to the level of religious observance. The Headteacher confirmed that she had made the team aware of this.

A discussion ensued concerning the formatting and particularly the length of the SEF. The Infant Headteacher informed Governors that she had been sent a format of the SEF which was very helpful especially in terms of shortening the School's current versions.

A Governor questioned whether the results of the Review would be filtered out to parents. The Chair responded that a general overview would be included in the School's newsletter but that, as of yet, there was uncertainty regarding how much of the content of the document was to be publicly available. This would be investigated further by asking the School's Learning Network Inspector (LNI).

Action: Junior School Headteacher

Another Governor questioned the Headteachers about the change to the leveling system of children and whether the Governors would receive a briefing of the changes. The Infant Headteacher responded that this was still an ongoing and very gradual process. She had discussed with Barnet about potential 'shared language' and the different systems available to buy in to.

The Junior Headteacher added that the changes/transition would be gradual and careful as to ensure no loss in the quality of the process. She also noted that the language used when discussing leveling with parents could remain somewhat the same.

A Governor enquired into whether the same language and leveling system could not still be used within the School itself. It was explained that this would not be possible as the new levels coincided with the new curriculum. Governors were reassured however that the new system would still allow for progress to be measured which was important.

15/26 **PUPIL PREMIUM REPORT AND JUNIOR SCHOOL SURVEY**

Governors' attention was drawn to the Pupil Premium Report and Junior School Survey, copies of which had been circulated prior to the meeting.

Emma Howard was to comment on this in more detail but was unable to attend the current meeting to do so.

Amy Simpson reported back to Governors following various meetings she had attended in reference to Pupil Premium. It was noted that Pupil Premium interventions were evidently having a positive impact.

A Governor enquired about how a child became eligible for Pupil Premium and what the specific criteria involved. The Headteachers informed her that eligibility was based on a receipt by parents/carers of certain benefits and/or whether the child had received Free School Meals (FSM) in the last six years.

Another Governor questioned how the Pupil Premium Survey had been distributed to parents and whether there were more suitable ways to do this in order to heighten feedback. The Junior Headteacher said she would look into this.

Action: Junior Headteacher

15/27 **SCHOOL DEVELOPMENT PLANS (SDPs)**

The Governors' attention was drawn to the Schools' SDPs, circulated prior to the meeting.

The Chair re iterated the importance of these documents and their utility as reference documents. He also noted that the SDPs were traditionally Governors' documents but in practice, although not as simple, it was the School that drafted the document and the Governors that checked it. On this note, he raised the question of how Governors could have more of an active role in the formation of the SDPs.

The Chair proceeded to talk through some of the elements of each document, welcoming comments and questions from the Governors.

A Governor raised the concern of which committee the Schools Partnership Terms of Reference sat with. It was agreed that there should be a review of such workings, especially as money was involved. After a brief discussion, it was agreed that this would be the responsibility of the Chair and Katie Attwood.

Action: Chair and Katie Attwood

The Chair added that the Infant School's SDP was a good plan but pointed to the benefits of adding real evidence of its achievements. He also commended the appropriate format of the document as it followed the Ofsted headings. Because of its format however, he raised the concern that it didn't necessarily point out the School's priorities.

The Infant Headteacher clarified that as this was the SDP it almost automatically focused on the whole School's main priorities; they were all of major importance.

The Junior Headteacher spoke through elements of the Junior School's SDP, summarizing some of its content. The Chair noted that there was a need for an inclusion of Governors in the Leadership section on page 2 in terms of induction and skills.

A short discussion ensued amongst Governors concerning how much information was desired in an SDP and whether it was useful to include individual Subject Leader Action Plans. The possibility of having a few complete hard copies of the entire document (with the inclusion of all subject Action Plans) available within the school was discussed. The potential for an online version, accessible to Governors, was also raised.

The Junior Headteacher noted the utility of asking each subject teacher to send their Action Plan to the relevant Governor to be noted by the subsequent committee. This would also help with formulating and advancing a line of communication.

A Governor asked whether there should be a sub-committee designated to SDPs and the contents of a potential completed pack. This would work to re-iterate the importance of the document itself as well as provide a forum to discuss such matters in more detail. This could then be brought to the Full Governing Body as an Agenda item at a designated time of the year.

The Infant Headteacher further clarified the difference between the SDP and individual subject Action Plans. Whilst the SDP would be overseen by all Governors, it was necessary for the subject Action Plans to be overseen by the Curriculum Committee more specifically, especially as it was an important role of the latter to hold teachers accountable for doing their job correctly in this area.

Amy Simpson further added clarity by noting that teachers obtained items/objectives from the SDP when formulating their individual subject Action Plans and so the two documents were interrelated.

The Chair noted the possibility of creating a smaller Working Party to work to develop the SDP more closely. He thanked all those who had been involved in formulating the SDPs.

15/28 **BUDGET RATIFICATION**

Katie Attwood presented the budgets for each School, copies of which had been circulated prior to the meeting. She noted that the budgets for each School had been prepared separately and had been discussed at the Finance Committee meeting on 16 March 2015. Arising from the discussion:

Infant and Nursery School

Copies of the final draft of the proposed Budget for 2015/16 were circulated and it was **NOTED** that:

- i. The Finance Committee, at its meeting on 16 March 2015, had considered the final draft budget in detail.
- ii. The contingency was £36,919.
- iii. Pupil Premium spending was estimated at £50,000 compared to £39,000 the previous year.
- iv. The Committee agreed to recommend the approval of the 2015/16 budget by the Governing Body.

Upon a show of hands it was **RESOLVED** that the Budget for 2015/16 be **RATIFIED**. The Chair and Headteacher signed the required papers regarding approval of the budget.

Junior School

Copies of the final draft of the proposed Budget for 2015/16 were circulated and it was **NOTED** that:

- i. The Finance Committee, at its meeting on 16 March 2015, had considered the final draft budget in detail.
- ii. The contingency was £134,227.
- iii. Pupil Premium spending was estimated at £70,154
- iv. The Committee agreed to recommend the approval of the 2015/16 budget by the Governing Body.

Upon a show of hands it was **RESOLVED** that the Budget for 2015/16 be **RATIFIED**. The Chair and Headteacher signed the required papers regarding approval of the budget.

A Governor questioned the circumstances under which a contingency would be spent. It was clarified that this may occur under circumstances where expenditure rose but income did not; an example of which was the Junior School's spending on whiteboards.

Katie Attwood was thanked for all her hard work and informative report on the budgets.

15/29 REPORTS OF COMMITTEES

Committee members were given the opportunity to discuss any matters that had arisen from their relevant committee meetings; noting any questions, issues or decisions that had been covered.

a. Premises and Health and Safety

Minutes of the committee meeting held on 6 March 2015, copies of which were circulated prior to the meeting, were noted by the Governors. Arising from the discussion:

Simon Greenhouse made reference to the quotes that had been received for the refurbishment of the swimming pool changing rooms and the successful reduction in price that had been achieved.

Governors' attention was also drawn to the proposed fencing that would be installed to separate the PE area in the Junior lower playground from the pathway coming from Infant . The benefits for Health and Safety were explained as well as some of the particular details, in terms of fence height and positioning.

The Infant Headteacher added an amendment to the minutes noting that the infant toilets would no longer have work carried out, due to funds being more necessary elsewhere.

b. Safeguarding

Minutes of the committee meeting of 2 February 2015, copies of which were circulated prior to the meeting, were noted by Governors. Arising from the discussion:

Governors expressed their gratitude for the school-based Governor training session which was arranged for Governors on safeguarding immediately prior to the meeting.

Sara Wolfin had agreed to take over from Chris Rafferty as SEN Governor. There had also been an appointment in the Infants of an Inclusion leader who would begin in September.

c. Finance

Minutes of the committee meeting held on 5 February 2015, copies of which were circulated prior to the meeting, were noted by Governors. Arising from the discussion:

It was noted that, as well as reviewing the School budgets, the committee had also undertaken budget forecasting.

d. Curriculum

Minutes of the committee meeting held on 9 March 2015, copies of which were circulated prior to the meeting, were noted by the Governors. Arising from the discussion:

The Governors were informed that the committee had undertaken a very useful discussion in terms of how the School looked at analysing data. The committee identified some of the useful

questions to ask when analysing data as well as discussing the various data sets available to them.

e. Communications and Community Engagement

Minutes of the meeting held on 9 February 2015, copies of which were circulated prior to the meeting, were noted by the Governors. Arising from the discussion:

The committee outlined that it was still finalizing items to be included on the Schools' websites. There had also been a discussion on ways to raise the profile of Governors with parents, pointing to the utility of coffee mornings after some assemblies as well as the attendance of Governors at various open events.

There was also mention of the continued investigation into the tenants' complaints policy and whether the Teamy complaints policy was still suitable.

f. Personnel

Minutes of the meeting held on 12 March 2015, copies of which were circulated prior to the meeting, were noted by the Governors. Arising from the discussion:

The committee had discussed its remit with particular reference to its accepted level of involvement in substantive disciplinary issues about specific staff. It had been agreed in committee that they could not be involved in discussion of issues or specific processes because of confidentiality about individual members of staff and the need not to compromise governors' positions should they need to become involved in any formal disciplinary or capability proceedings.

They also made reference to the possibility of a Business Manager.

The Committees were thanked for their informative reports.

15/30 GOVERNOR VISITS LOG

Laura Pincus thanked Governors for their varied Governor Visits and logs that she had received as a result. She also urged Governors to ensure that they did make note of any visits even if very short. It was agreed that a separate sheet would be inserted into the file, where Governors could complete a register of their visits with the more basic elements such as date and reason (with the relevant Logs underneath this if a Governor had any extra comments). Laura Pincus agreed to circulate information explaining the protocol for Governor Visits.

Action: Laura Pincus

15/31 **CHAIR'S CORRESPONDENCE**

The Chair noted the large amount of correspondence that he had received, largely from parents. He highlighted to Governors that his involvement in such correspondence was not always appropriate and re-explained the correct protocol for a parent complaint/query. He said that the first point of address for a parent was the class teacher, and if dissatisfied, then the Headteacher, and only if still unresolved, would a Governor be involved.

He also noted the array of correspondence that he had received in relation to the planned installment of Phone masts on Falloden Road which was within close proximity to the School. Once again, he clarified the role of Governors here; remaining aware of their role as representatives of the School, it was important not to become embroiled in a political dispute.

15/32 **APPROVAL OF SCHOOL TRIPS/EDUCATIONAL VISITS**

Laura Pincus informed Governors of the virtual meetings that she had been involved in which had given her the opportunity to ask all the necessary questions and receive satisfactory answers. Pending the receipt of risk assessments, she affirmed her approval for both trips (Year 6 trip to Whitby and the Year 2 trip to Moat Mount).

In response to a Governor's query, the Headteachers confirmed that adequate SEN provision would be in place to meet the needs of pupils with SEN.

Upon a show of hands, Governors **APPROVED** both residential trips.

Laura Pincus was thanked for her thorough and hard work.

15/33 **GOVERNOR SUPPORT AND DEVELOPMENT, AND REPORT OF THE 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.

Rebecca Simon noted the information she had received from Governors and confirmed that she would update training records. This was to include the school-based training session which had taken place immediately prior to the meeting regarding safeguarding.

15/34 **ANY OTHER BUSINESS**

School Circular

It was suggested that there be an agenda item on each Committee meeting if there was anything on the circular that needed to be mentioned.

Solar Eclipse

There was a brief discussion about the upcoming Solar eclipse and how each School had made preparations for it. The Infant School had purchased special glasses that the Infant Parent Association (PA) were selling for £5 for the parents and the PA had purchased the ones for the children, Junior parents had been sent an email informing them of the option to purchase these glasses.

Four Year Plan

The Chair, Vice Chair, and Headteachers undertook to complete the four-year plan, which was a cyclical plan of what the Governing Body was required to undertake during the period.

Action: Chair, Vice Chair, and Headteachers

National Governors Association (NGA) and Modern Governor

A Governor enquired into whether all Governors received the National Governors Association (NGA) newsletter, highlighting its utility. The Chair added that Governors should also make more use of the Modern Governor.

15/35 DATES OF COMMITTEE MEETING

The following committee meetings were arranged:

Premises, Health & Safety	To be announced
Finance	12 June 2015
Safeguarding	19 June 2015
Curriculum	To be announced
Communications	To be announced
Personnel	To be announced

15/36 DATES OF GOVERNING BODY MEETINGS

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

- Summer 1: Wednesday 13 May 2015 at 6.30pm at the Junior School
- Summer 2: Wednesday 8 July 2015 at 6.30pm at the Junior School

15/37 MOTION OF CONFIDENTIALITY

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