

**GOVERNING BODY FOR
BROOKLAND INFANT AND JUNIOR SCHOOLS**

**MINUTES OF THE MEETING HELD AT THE INFANT SCHOOL
ON WEDNESDAY 6 JULY 2011**

LA GOVERNORS

* Cllr John Marshall
* Mr Leslie Sussman, MBE
* Mr Erach Amaria
Ms Rebecca Simon

STAFF GOVERNORS

Ms Shirley Dickinson (Infant Head Teacher)
* Ms Heather Blackmore (Junior Head Teacher)
Mr Simon Greenhouse (Junior Teacher)
Mrs Phil Mulvihill (Infant Support)
* Ms Rebecca Grint (Infant Teacher)
* Ms Maria Chapman (Junior Support)

NON-VOTING OBSERVERS

* Mrs Josie Olsen (DHT Infants)
* Mrs Jenny Aylen (DHT Juniors)

PARENT GOVERNORS

* Mrs Laura Bier (Infant, Vice Chair)
* Mr Jonathan Black (Infant)
* Mrs Zoe Rodwell (Infant)
* Mrs Sara Gibbins (Junior, Chair)
* Mr Gavin Millar (Junior)
* Mr Mark Leibling (Junior)

COMMUNITY GOVERNORS

* Mr Samuel Clarke
Mr Frank Kanter
* Miss Rachel Beard
* Mrs Christine Rafferty

* denotes member present

IN ATTENDANCE

Infant Science/PSHE Co-ordinator
Junior Science/PHSE Co-ordinator
Ms Trevena Champion (Clerk)

Part I

11/72 JUNIOR SCHOOL COUNCIL REPORT

The members of the Council introduced themselves and explained their roles as elected officers.

- a) They reported that at their summer term meetings, their focus had been on how football play was organised in the playground at break-times. In the past, there had been general disagreement, and they had decided to consult each class and obtain feedback. Following this, they had proposed new arrangements and there had been a trial period of 3 weeks, after which classes chose the arrangement that suited them best.
- b) They informed Governors that they had consulted classes about which charities to support during the term, and the choices made were: the RSPCA, Auditory Verbal, and bereavement charity, Grief Encounter. Fund-raising organised by the children had raised between £400 and £500 for each charity. They were congratulated by the Governing Body for this achievement.

c) Another focus of their discussions had been behaviour rules and sanctions. There had been consultation with classes, and there had been agreement that the same rules should apply throughout the school, but that sanctions should vary according to age-group.

d) Eco-Tidy Following agreement between the classes, the Council had organised a routine tidy-up of the outdoor spaces.

On behalf of the Governing Body, the Chair thanked the members of the Council for their report, and for their voluntary work on behalf of the school community.

Questions were invited, and a Governor asked if peer mediation was valued by the children. The Council Chair said that the children were getting used to the process, that it was a good idea and had been quite helpful, particularly to the younger children.

11/73 **SCIENCE IN THE JUNIOR SCHOOL**

A Powerpoint presentation was given to the Governing Body by Zoe Chester, the Junior Science and PSHE co-ordinator. She said that the predictions for Science results in SATS 2011 were for 93% of children to achieve Level 4 or above, and this had proved correct, as were the predictions for those achieving Level 5 and above.

Governors were shown the curriculum resources, Concept Cartoons, and they were informed that Steve Marshall, the LA Science Co-ordinator, had visited the school recently. With their support, the Science staff had decided that the subject would be taught in an even more cross-curricular approach, rather than confined to an experiment-based class each week. Examples of activities include:

- An interactive display board in the Year 5 classroom, where children could put questions on Post-it notes
- The use of puppets as a teaching aid, which interests all children, especially those on the edges of the attention deficit spectrum
- Investigations Week – inspiring children to explore and experiment
- PSQM (Primary Science Quality Mark) – the school had achieved the silver award (a PGCE student came from the IOE to do some demonstrations for Year 6)
- An outdoor classroom was planned; this activity is linked to the Eco group and would also have a space on Fronter.

11/74 **PSHE AND SRE IN THE JUNIOR SCHOOL**

The PSHE (Personal, Social and Health Education) curriculum includes the teaching of SRE (Sex and Relationship Education) in each year group. The curriculum also includes citizenship, which covers civic and community responsibilities. Citizenship is taught across the curriculum and outside of the class, as it has so many aspects. For example, at the time of the General Election in 2010, Year 6 had held their own election, going through all the stages.

The PSHE curriculum includes the SEAL (Social and emotional aspects of learning) resources. Seven themes are covered during the year, and children find them very thought-provoking.

There have been some changes to the SRE scheme of work. SRE across the school is the scheme of work recommended by the LA, from the website "Young London Matters". Resources used are mainly from "The Christopher Winters Project" and a Channel 4 DVD.

A working party, all staff and the appropriate Governing Body committee had liaised to decide on the material suitable for the school. There had been an information session offered for parents in each year group, and they had been informed of their right of withdrawal of their child from any of the classroom teaching of the subject. Since the SRE teaching had begun, informal feedback from teachers and pupils had been very positive.

The development planning for PSHE included a working party on behaviour.

Questions were invited, and Governors asked the following questions:

- Were any children withdrawn from the Year 6 SRE lessons? The Headteacher replied that these were very few, perhaps one or two each year.
- Was any teaching given on personal security? The Headteacher replied that the community police officer came each year to speak to Year 6 children about transition to secondary school. The Headteacher also mentioned the half-day citizenship training offered to young people by the LA at Avenue House, which was very educative.
- Were parents informed that the SRE resources were recommended by the LA? The Headteacher replied that the parents were informed in writing, and were also invited to a parents' information event.
- Had staff received additional training linked to delivering the current resources? The Headteacher replied that the PSHE co-ordinator delivered the training, and staff had consulted together to agree which of the resources were most appropriate for Brookland children.

11/75 **SCIENCE CURRICULUM IN THE INFANT SCHOOL**

This Powerpoint presentation was delivered by Haley McDermot.

Governors were informed that Foundation Stage staff taught the curriculum entitled "Knowledge and Understanding of the World". An example of a "Talking/Thinking Book" was shown to Governors. This was a large display booklet made by the teacher, with a topic for discussion illustrated on each page – these could be chosen by individual children.

In KS1 the Assessing Pupil Progress assessments in Science give an overview of the levels of attainment of groups of children. This enables staff to differentiate the curriculum.

In March, during Science Week, visitors were invited to the school to engage the children in demonstrations and experiments, and this was very popular and much enjoyed by the children.

In the Foundation Stage in the current academic year, 93.3% of children had achieved 6 scale points or above, and 65.6% had achieved level 8 scale points or above, and both of these assessments showed an appreciable increase on the previous year. The Co-ordinator said that this was seen to be a result of the new improved curriculum resources.

Governors were informed that end of KS1 targets had been exceeded at all levels, and it was noted that boys outperformed girls at level 3 (this imbalance would be a focus).

A Governor asked what the questions were that children had to answer for their Foundation Stage assessment to take place. The Co-ordinator replied that children were not assessed on a question and answer basis, but on the basis of whether they had shown they understood the nine concepts in the curriculum (the "stepping stones").

11/76 **PSHE IN THE INFANT SCHOOL AND THE SEAL CURRICULUM**

SEAL (the Social and Emotional Aspect of Learning) and SEAD (Social and Emotional Aspects of Development)

Mary Jones informed Governors about the way in which the seven themes of SEAL were featured across the curriculum, after being highlighted in a weekly lesson. In this way, the children were taught about personal behaviour and relating to others within their community through the Foundation Stage curriculum, where the themes were reinforced continually.

SRE was no longer statutory for EYFS, but the children required some appropriate teaching before the transition to Juniors.

Citizenship in the Infants

The areas where children could become familiar with this theme were particularly their understanding of the School and Class Councils, their participation in the Walk to School days/week, getting involved as monitors in the classroom, the library and the playground, and joining in fund-raising activities. Governors were very impressed to hear that the role of members of the School Council extended into acting as peer mediators.

Global Citizens Governors were informed that themed assemblies were a very effective way of informing children about their counterparts elsewhere in the world, and about their challenges and achievements.

h.

The MP for Finchley & Golders Green, Mike Freer, would be visiting Brookland shortly, and had invited a deputation of children to visit Downing Street with him. The schools intended to establish electronic links with schools in other countries, an initiative funded by the EU. Previously, the children had thought of ways to raise funds for the victims of the Haiti earthquake, and they were taught that change could be begun in small ways. Visits to the schools were arranged for those working in the emergency services, so that children could learn about their work.

Parenting Workshop Governors were informed that the course of eight sessions had been delivered by trained infant and junior staff members and offered again during the year. Parents had been very appreciative, and some had gone on to create their own informal support group.

Outdoor Play After consulting among themselves, with the support of the School Council, play equipment had been chosen for a new outdoor area, which had been designated separately from the football area.

Questions were invited, and the following were put by Governors:

- Were there any leaflets available to be sent to parents about charity fund-raising? The Co-ordinator said that there was always information in the school newsletter, the website, and on Fronter.
- Was any PR about school activities going into local newspapers? The Chair said that she would pass contact details to the schools for the Suburb News and the Archer.

At this point Sam Clarke left the meeting as arranged.

11/77 **ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies had been received from the Infant Headteacher, Simon Greenhouse, Phil Mulvihill, and Frank Kanter. Rebecca Simon had advised that she would be late, and would try to attend if possible (in the event she did not arrive). The apologies were accepted by the Governing Body.

11/78 **MINUTES**

The minutes of the meeting held on Wednesday 11 May were confirmed, initialled and signed.

11/79 **MATTERS ARISING**

11/50 Minutes No further corrections to the minutes of the meeting of 23 March 2011 had been brought to the meeting and accordingly the minutes were confirmed, initialled and signed.

11/60 Safer Recruitment Training Zoe Rodwell said that she had been unable to attend the one-day course.

11/58 Communications with secondary schools (a) The Junior Headteacher said that she had no further information to pass on.

11/80 **REPORTS OF COMMITTEES**

a) Communications

The minutes of the meeting held on 20 June 2011 had been circulated in advance. Zoe Rodwell asked chairs of committees to e-mail her with suggestions of items to include in the next newsletter.

b) Finance

The minutes of the meeting held on 14 June 2011 had been circulated in advance.

c) Health & Safety

The minutes of the recent joint meeting with the Finance committee would be circulated soon.

d) Safeguarding

The minutes of the meeting held on 27 June 2011 would be circulated soon.

e) Curriculum

The minutes of the meeting held on 4 July 2011 would be circulated soon.

f) Personnel

The next meeting would be held in the autumn term.

11/81 **GOVERNORS' STRATEGIC FOCUS**

Succession Planning for Governing Body Membership

The Chair once more drew Governors' attention to the fact that, in March 2012, five of the Parent Governor memberships would come to an end, as would those of several other Governors. At the recent meeting for parents of children entering Reception in September 2011, the Chair had informed parents that Parent Governor elections would be held in 2012. She said that other sections of the parent community would also be informed in the newsletter.

A discussion then took place, during which considerable concern was expressed that so many governorships would end in 2012. The Chair also mentioned the fact that she would not continue as a Parent Governor, or as Chair, after her child left the school in 2012.

Attention: All Governors

The Chair next asked Governors to consider whether the ratio of Junior to Infant Parent Governors should be changed before the elections in 2012. Following a show of hands, **it was decided not to make any change.**

11/82 **SCHOOL BUILDING WORKS UPDATE**

The Infant Deputy Headteacher said that, on Friday 24 June, there had been concerns about safety issues, and work had been halted until a site meeting could

take place with the contractors (27 June). Improvements in practice had been made by the contractors and work had resumed under close monitoring.

Emailed comments from a local resident detailing concerns relating to the building work and other areas had been circulated to all governors by e-mail in advance of the meeting and were noted. Action taken by the school in relation to these and its own concerns about safety issues on the site were discussed. The resident's comments would be passed to the Premises and Health & Safety committee for further consideration of the additional issues raised.

A fund-raising effort had begun, and Governors were informed that commemorative bricks could now be purchased.

11/83 **SECONDARY SCHOOL TRANSFER UPDATE**

The Chair informed Governors that the LA had established a "Task & Finish" working group, which would be looking at the possibility of providing a new secondary school by 2015. Representatives of the various interest groups developing in the southern area of the borough would be included. Governors were informed that, on Thursday 22 July, a meeting of a local parent group, addressed by Mike Freer, MP would be held in the Junior School. It is a community group meeting but the school had agreed to meet the cost in support of parents.

11/84 **GOVERNING BODY PROCEDURES AND DELEGATION**

Governors were requested to check their own remit. The updated Terms of Reference for the Pupil Discipline committee were circulated, discussed briefly, and approved with a show of hands.

11/85 **GOVERNING SUPPORT AND DEVELOPMENT**

- It was agreed that, at the autumn meeting, a nomination would be made for a Governor with responsibility for EAL.
- The Vice Chair said that the LA would be providing pupil exclusions training for Governors in the autumn term.
- Erach Amaria had attended several courses, and these would be noted in the list of attendance.
- Chris Rafferty said that she had accompanied the School Journey, and seen the wonderful work accomplished by the children during Arts Week.
- The Vice Chair had been to the Infant School to meet the ICT co-ordinator, and see the children's work.
- A number of Governors had enjoyed attending the Summer Fair the previous weekend, when the weather had been good, and the event had gone very well.

11/86 HEADTEACHER UPDATES

Junior School :

Staffing -

The Junior Headteacher gave the following information:

- Zachary Pollock had been appointed as the class teacher for Class 4 from September 2011.
- A part-time specialist music teacher, Heather Osborne, had been appointed from September 2011.
- James Flanagan had been appointed as Site Manager for both schools, commencing 1 August 2011. Mark Harris, the current manager, had resigned because of relocation, and he was thanked for his service. There would be a one-week overlap period. One of the new manager's duties would be running the swimming pool.
- A TA leaving had been appointed to another school as a Level 4 HLTA; arriving as a Level 1 TA and trained to L3, her promotion reflects the high priority the school gives to professional development.
- A Mealtime Supervisor, Shirley Woolf, would be retiring at the end of the summer term after 23 years.

Infant School:

Staffing -

The Deputy Headteacher reported that the following appointments had been made: one temporary member of staff to provide maternity cover, and two new permanent members of staff.

11/87 ANY OTHER BUSINESS

Teaching unions' industrial action 30 June 2011

The Junior Headteacher reported that both schools had been closed on the strike day, and they commented that the unions planned to hold ballots about further strike action in the autumn term. The Chair said that parents found the school closure very frustrating, and asked the Junior Head Teacher to explain to the Governors why it was not possible to keep the schools open so that they were able to better respond to parent comments. The Junior Headteacher said that Teachers' Pay and Conditions regulations prevented any arrangements being made in community schools to cover striking members of staff.

Tribute to Infant Deputy Headteacher

The Chair said that, on behalf of the Governing Body, she wished to pay a very warm tribute to Josie Olsen, who was leaving Brookland at the end of the summer term to be Assistant Head of a primary school in south London. Josie was thanked for her exceptionally dedicated service to Brookland Infant School over the past six years, and she replied that she had thoroughly enjoyed her time at Brookland, and had learnt a great deal there.

11/88 **DATES OF COMMITTEE MEETINGS**

Meeting dates would be emailed to Governors when agreed by Chairs.

11/89 **DATES OF FUTURE GOVERNING BODY MEETINGS**

Autumn term (1) – Monday 3 October 2011 at 6.30pm

Autumn term (2) – Thursday 17 November 2011 at 6.30pm (TBC)

11/90 **MOTION OF CONFIDENTIALITY**

It was **resolved** that the meeting would move to Part II for the discussion of confidential issues.

Signed: 

Chair: SARA GIBBINS

Dated: Mon 3rd October 2011.

