

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

**MINUTES OF THE MEETING HELD AT THE INFANT SCHOOL
ON MONDAY 3 OCTOBER 2011**

LA GOVERNORS

- * Cllr John Marshall
- * Ms Rebecca Simon
- * Mr Erach Amaria
- 1 vacancy

STAFF GOVERNORS

- * Mrs 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)
- Mrs Maria Chapman (Junior Support)

NON-VOTING OBSERVERS

- * Miss Amy Simpson (DHT Infants)
- * Ms Jenny Ayles (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

ASSOCIATE MEMBER

- Mrs Katie Attwood

* denotes member present

IN ATTENDANCE

Ms Trevena Champion (Clerk)

Part I

11/95 **WELCOME**

All Governors and observers were welcomed to the first meeting of the new academic year. The new Deputy Headteacher of the Infant School, Amy Simpson, was warmly welcomed by the Governing Body. Rebecca Simon was congratulated on the birth of her baby and welcomed back to the Governing Body.

11/96 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies had been received from Christine Rafferty, Simon Greenhouse, Maria Chapman and Rebecca Grint (who was away on maternity leave), and the apologies were accepted.

11/97 **TRIBUTE TO LESLIE SUSSMAN, MBE**

The Chair led a heartfelt tribute to Leslie Sussman MBE, who had sadly passed away in September. His unstinting and long-term service to the school was remembered with full gratitude, and the Governing Body commemorated Leslie by participating in a minute's silence.

11/98 **ELECTION OF CHAIR**

Nominations were invited for the post of Chair for the academic year 2011/12. A nomination was received on behalf of Sara Gibbins, and following a show of hands by the Governing Body, she was re-appointed Chair for the period.

11/99 **ELECTION OF VICE CHAIR**

Nominations were invited for the post of Vice Chair for the academic year 2011/12. A nomination was received on behalf of Laura Bier, and following a show of hands by the Governing Body, she was re-appointed Vice Chair for the period.

11/100 **GOVERNING BODY MEMBERSHIP**

LA Governor vacancy Following the loss of Leslie Sussman, the ensuing vacancy had been listed with the LA appointing body.

Associate Member nomination Nomination papers on behalf of Mrs Katie Attwood had been circulated in advance and were now considered. Following a show of hands, Katie Attwood was appointed as an Associate Member of the Governing Body (non-voting).

Action: Clerk

11/101 **ANNUAL REVIEW OF REGISTER OF BUSINESS INTERESTS**

Governors were asked to complete the pro-forma circulated in advance; the copies would be kept in the Junior School Office for audit purposes.

11/102 **DECLARATION OF PECUNIARY INTEREST**

There was no declaration of pecuniary interest in any item on the current agenda.

11/103 **MINUTES**

The minutes of the meeting held on 6 July 2011 were considered, and following minor edits were confirmed, initialled and signed.

11/104 **MATTERS ARISING**

a) *11/72 Presentation by School Council* The Chair said that, on behalf of the Governing Body, she had written to thank the School Council for their very good work and excellent presentation.

b) *11/76 PR & Communications* The Chair said that she had given details of local media contacts to the Infant School and reports and a photo of the Infant pupils' trip to Downing Street with Mike Freer MP, when they delivered their work on Send my Sister to School, had been featured in the Archer and Suburb News. The Prime Minister later wrote to thank the children for the material they had sent him.

c) 11/80 Governors' Newsletter The material gathered at the end of the summer term would be held over and included in the autumn term newsletter for parents.

11/105 **REPORT OF THE INFANT HEADTEACHER**

The report had been circulated in advance, and a copy was filed in the Minute Book. The Headteacher drew attention to the following points:

a) **Curriculum** Governors were informed that there had been a real focus on writing in the Infant school during the previous year, and the improved results would be seen at the next meeting when the analysis of the SATS 2011 results would be given.

b) **Events**

The school journey to Moat Mount had been well worthwhile, and all those who had supported it were thanked.

The Summer Fair had gone very well and had raised £7,500; all those who had been involved were warmly thanked.

c) **Investors in People**

The school was congratulated on their recent re-accreditation by Investors in People.

Questions were invited:

d) **Attendance**

A Governor commented on the unusually high level of absence for the previous year (8% for authorised and unauthorised absence together). The Headteacher said that some parents had taken extended unauthorised absence, and other absences were related to religious holidays. There was an ongoing discussion taking place with the LA in order to clarify an issue where a child had been absent for a whole half-term, and another child was regularly absent because of health issues. The Headteacher said that the issue had been discussed at the Barnet Headteachers' Network meeting recently, and an initiative of rewarding good attendance was being adopted at the Infant School. It had also been noted by the Network that children at Infant schools experienced more illness in comparison with children at Junior school, and tended to have more time off sick.

The Headteacher said that, in future, she had decided to use Fixed Penalty Notices following a child's unauthorised absence.

The Headteacher said that the change in position in relation to the Nursery School (where parents risk losing their child's place or being charged if they take more than 10 days absence in any term) had been notified to parents, and this was having a very good effect.

e) **Extra-Curricular**

The drama group "PERFORM" had visited the school and had worked with each class; the children had really enjoyed the activity.

f) Transition to Infants

The Headteacher said that for the third year running, it had not been necessary to mix the Reception class populations before their transition to Year 1. Staff had reviewed the composition of each class, and they were felt to be sufficiently well-balanced with regard to the criteria used. She added that in recent years, there had been an increase in the scope of information gathered on children before they entered Reception, and the composition of the groups was more carefully assessed at that stage.

f) Premises

The Headteacher updated Governors about the electricity breakdown which had occurred in the previous week, and had resulted in the failure of the IT server, which had, in turn, lost the document backup resource, resulting in the loss of hundreds of documents. Governors were asked for their help in providing the Headteacher with copies of any policies and other current documents they might be holding, so that the school's records could be replaced. The IT server had been sent to the LA's IT Recovery Team.

The Chair noted that, following the loss of IT records, the schools' policy for Data Protection and Backup, including the off-site use of data, would need to be reviewed as a matter of urgency. She asked that the Premises and Health & Safety Committee add this to their agenda.

Action: Premises and Health & Safety Committee and Headteachers

g) School Travel Plan

It was noted that the responsibility for the schools' travel plans fell under the remit of the Premises and Health & Safety Committee and the Chair asked the schools to allow time for a member of that committee to review the paperwork before it is submitted.

Action: Head Teachers/Premises and Health & Safety Committee

The Headteacher was thanked for her report.

11/106 **REPORT OF THE JUNIOR HEADTEACHER**

The report had been circulated in advance and a copy was filed in the Minute Book. The Headteacher highlighted several points for Governors' attention.

a) **SATS 2011** The Headteacher commented that the 2010/11 Year 6 cohort had done very well in the tests, and she was very pleased. She thanked the pupils and staff for working so hard to achieve the excellent results, especially in the number achieving level 5 or above in writing (68%). The report contained an appendix giving a full summary of attainment. As always, the Headteacher noted that the most important statistic was the progress made by each child.

b) **Attendance** Governors were informed that steady improvement had been made with attendance figures, and that the target (95%) had been exceeded by 0.2%. Authorised absence of 4.6% was mostly related to religious holidays and unauthorised absence was down to 0.6%. The Headteacher said that the school worked hard to follow up on persistent absentees' families, and this was achieving



100%
results. Children who attended ~~well~~ during a whole term were awarded a 100% badge to wear. A Governor asked if children's learning suffered when they missed school, and the Headteacher confirmed that it did.

c) Staff

Simon Greenhouse was congratulated on completing his Registered Teacher programme.

d) Premises

The Headteacher said that new cabling for the school's power supply had been laid in the summer holidays.

e) Events

The children had enjoyed a very successful school journey to Whitby, and all those staff who had been involved were thanked.

The Junior School pupils were congratulated on doing so well at the Barnet Schools' Athletics competition at Cophall Stadium; the school team as a whole came second in the competition.

The Junior Headteacher was thanked for her report.

11/107 **REPORTS OF THE STAFF GOVERNORS**

Infant School

A verbal report was given, and Governors were informed that newly recruited staff had all made a good start in the school. *Three members of staff, for their professional development, had started on a course at Barnet College.*

Junior School

The report would be given at the next meeting.

11/108 **REVIEW OF COMMITTEE STRUCTURE, MEMBERSHIP AND TERMS OF REFERENCE (TOR)**

Committee TOR had been circulated in the Summer term to the chairs of committees and amendments had been proposed. The Chair had also identified a number of items that needed to be changed. The proposed amendments had been circulated in advance of the meeting. The main changes were:

- The Finance committee had proposed that the Chair of the Governing Body should be on that committee given their wide knowledge of the operation and strategy of the school (it was noted that they must not take the role of Chair of Finance) and this had been added to its TOR.
- The Travel Plan had been added to the remit of the Premises and Health & Safety committee.
- The addition of an EAL governor.

- The reduction in required membership of the Complaints Appeal Committee and the Staff Discipline committee from 5 to 3 and the ability to appoint a professional clerk to these committees, which brought these committees in line with the changes made in the Summer term to the Pupil Discipline Committee remit.

The Chair proposed that the amended Governing Body Roles and Remit document, which had been circulated in advance, be accepted, and the Governing Body agreed

Next, the Committee membership list was considered and updated appropriately, and the Chair said that the amended list would be circulated shortly.

Action: Chair

The Governor with responsibility for EAL would be Jonathan Black.

11/109 **REPORTS OF COMMITTEES**

a) **Curriculum**

The minutes of the meeting held on 4 July 2011 were noted. The next School Development Plan meeting would take place at 3.45pm on 25 January 2012. All Governors were requested to put this in their diaries now and attend it at all possible. It was also intended that this would include tea and cake provided by the governors (being coordinated by Chris Rafferty).

Action: All Governors

b) **Safeguarding & Personal Development**

The minutes of the meeting held on 27 June 2011 were noted. The issue of the effectiveness of the security gate had been discussed in detail. An estimate (£15,000) for the upgrading of the gate had been obtained subsequent to that meeting.

c) **Finance**

The minutes of the recent meeting would be circulated shortly.

11/110 **SCHOOL BUILDING WORKS UPDATE**

The report was preceded by a tour of the refurbished Foundation Stage area, and Governors all said how impressed they were with the improvements. The Infant Headteacher said that bad weather during the school holidays had slowed down the rate of work: the room was therefore not finished by the beginning of term, and the late completion of the outside path had caused some difficulties. However, staff and children were delighted with their very much improved area.

Rachel Beard left at this point, as arranged.



11/111 REPORT OF THE DIRECTOR OF CHILDREN'S SERVICE

The autumn 2011 report had been circulated in advance.

1. **Learning Network Inspector (LNI) visits and the arrangements for the autumn term**

The role of the LNI had been refined and details of their current duties were given. Governors were informed that the SIP role was no longer being funded, and that they would be required to appoint an external adviser for the Headteacher Performance Management process. The item was noted.

2. **Academies and Free Schools update.**

The item provided a summary of the number of schools in the borough converting to academy status, and the establishment of new free schools. The item was noted.

3. **Schools Financial Value Standard (SFVS)**

Since the scrapping of FMSIS, the DfE had introduced a new standard of monitoring schools' financial management, to be known as SFVS. A summary of the major points was given for Governors' information, and the item was noted. Eight people from the two schools (including 2 governors) would be attending the training in November.

4. **Barnet Safeguarding Children's Board (BSCB)**

An overview of the work of the BSCB was given. The BSCB was organised as a multi-agency partnership which has an overall statutory responsibility for ensuring the children in the borough are effectively safeguarded, and details of this process were given. The item was noted.

11/112 ACADEMY STATUS

The Chair had circulated an update on the situation in the borough regarding conversion of community schools to academy status. The majority of secondary schools were in the process of converting, and so far, one voluntary-aided primary school had converted. The Chair had discussed the situation with some other Chairs in neighbouring boroughs. A general discussion took place, followed by an agreement to keep a watching brief on the situation without taking any action for the present.

Action: Chair

11/113 SECONDARY SCHOOL TRANSFER UPDATE

Secondary Transfer 2011 The Headteacher had provided an analysis of the destinations of last year's Year 6 children. Governors were informed that 31% of children had gone to independent schools, 13% to state selective schools, and the remainder to a wide variety of other comprehensives. All children had found places. The figures show a higher percentage of children than usual entering the independent and state selective sectors although the number of different schools to which the children transfer is broadly in line with other years.

Secondary school transfer parent action group

On 21 July 2011, the Governing Body had hosted a meeting at Brookland for parents interested in this issue. It had been very well attended and a full discussion took place. Mike Freer MP had also attended.

A similar meeting was held at the school in September, run by a parent governor from Garden Suburb J&I, where the focus had been on the opportunities offered for children at Whitefield Comprehensive School, NW2. This meeting was attended by the Head Teacher of Whitefields School.

Cllr Marshall said that he had been given feedback from both the parent group and the Governor group working on the issue of availability of secondary school places in this area to the LBB Education Task and Finish group.

11/114 GOVERNOR TRAINING AND DEVELOPMENT

The members of the Finance committee will be attending a training session in November on the new financial management standard.

It was noted that any Governors who intended to assist on the recruitment and interview panels would be advised to attend the Safer Recruitment training in the Spring term 2012. Similarly all governors were asked to consider training for participation in appeals type committees (pupil/staff discipline/complaints) as these committees would need to be made up from individuals with no prior knowledge of the details of the case and so any governor (but particularly community or LA) may need to be asked to be involved.

At this point Sam Clarke arrived.

11/115 GOVERNOR VISITS

- The Chair said that she had attended some impressive performance assemblies in the Infant & Nursery School.
- Mike Freer MP had also attended the Infant School assembly which demonstrated the children's work on the "Send my Sister to School" project, prior to the petition being presented to the Prime Minister.
- The Vice Chair and Gavin Millar, in their link governors' role, had had a meeting with Rhiannon Kempley, Infant School ICT Coordinator, who spent a lot of time showing them how ICT is used around the Infant School. The Governors thanked her for this insight.

11/116 ANY OTHER BUSINESS

a) Chair's correspondence

The Chair said that she had received a very pleasant letter from the parents of a child in Year 3, who said that they were very appreciative of their child's experience in Year 2, and wished to pass on their thanks to the class teacher.

They considered that their child had been very well prepared for transition to the Junior School.

b) Parental concerns

The Chair and the Infant Headteacher had met two parents who had expressed concern about the arrangements for the staggered induction of children entering Reception and the difficulty this posed for working parents. The Headteacher had explained that the rationale behind the process, about which all parents had already been informed during visits to the school and at new parent meetings. The difficulties that it posed to working parents were noted and the school had provided details of the expected timetable for each child to assist parents with planning for this transition. It was noted that the expected timetable was flexible and the school would endeavour to move children through the process as swiftly as possible whilst having primary regard to the needs of that child. She added that each child was treated individually, and their progress was continually being re-assessed during the first few very important weeks in Reception. Governors were reminded that the arrangements for Nursery transition were set out in the Admissions policy, which had been agreed by the Governing Body, and was administered by the Infant Headteacher.

→ Transitions

At this point, Rebecca Simon left as arranged.

11/117 DATES OF COMMITTEE MEETINGS

Meetings for the autumn term 2011:

Curriculum – Monday 14 November, Junior school, 8.30am.
Finance – Tuesday 8 November, Junior school, 9am.

Chairs of other committees were asked to arrange dates as soon as possible and circulate them by email.

Action: Committee Chairs

11/118 GOVERNING BODY MEETING DATES

The second meeting of the autumn term would be on Thursday 17 November 2011 at 6.30pm.

The Spring term 2012 meetings would be held on:
Thursday 26 January and Wednesday 21 March.

11/119 MOTION OF CONFIDENTIALITY

It was agreed that discussion would move to Part II for confidential items.

Signed: 

Chair: (SARA SUBBINS)

9. Dated: Thurs 17th Nov 2011

